

Special Conditions for the hire of Thurlaston village hall during COVID-19 June 2021

1. These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.
2. The committee cannot give advice or explain any part of the Covid-19 regulations.
3. We currently cannot accept bookings for parties, celebrations or for any vigorous activities such as dancing or singing.
4. The hirer will be responsible for ensuring your event or activity is COVID-19 compliant.
5. The hirer will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall.
6. The hirer will undertake to comply with the actions identified in the hall's risk assessment, available on the Village Hall Website.
7. The hirer will be responsible for cleaning all regularly used surfaces prior to and during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products. Please take care cleaning electrical equipment. Use cloths - do not spray! The hall committee cannot guarantee that the hall will be virus free, though deep cleaning can be arranged if paid for by the hirer.
8. The hirer will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, and Trace system to alert others with whom they have been in contact.
9. The hirer will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. The hirer will be responsible for ensuring they are all securely closed on leaving.
10. The hirer will ensure that no more than **20** people attend your activity/event, in order that social distancing can be maintained. The hirer will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. The hirer will make sure that no more than one person uses each of the toilets at one time (unless a family member of the same household or support bubble needs to assist someone).
11. The hirer will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas

without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

12. The hirer will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, The hirer will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.
13. The hirer will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided [found in the kitchen cupboard] before you leave the hall, and place in the appropriate dustbin outside the hall on the right.
14. The hirer will encourage users to bring their own drinks and food or The hirer will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. The hirer will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.
15. We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.
16. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is outside the front of the hall. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall booking committee representative on [[07881 028324](tel:07881028324) or [07790 867284](tel:07790867284)].
17. The hirer will keep a complete register of attendees to their events, including name and contact details including a phone number. These details must be passed on to the government run track and trace system in the event of anyone becoming ill within 7 days of the event. All people attending must agree to cooperate fully with the government run track and trace system.
18. The hirer must ensure that all visitors wear face masks when inside the hall, excluding those exempt within government guidelines, except when they need to consume food or drink.