



## **Special Conditions of Hire relating to the COVID-19 pandemic**

**Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.**

**SC1:** You, the hirer, will be responsible for ensuring that those attending your activity or event comply with all relevant COVID-19 secure guidelines while entering and occupying the hall, as shown on the COVID-secure notice which is available on our website and also displayed at the hall entrance.

**SC2:** You undertake to comply with the actions identified in the hall's risk assessment, which can be accessed on the Hartpury Village Hall website. Additionally, hirers may be required to complete their own risk assessment and to provide a copy to the Bookings Secretary prior to the booking being confirmed, and to comply with any actions identified therein. This will apply to all events which are open to the public and for other events at our discretion.

**SC3:** Unless otherwise agreed, you will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

**SC4:** You 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they must seek a COVID test at the earliest opportunity.

**SC5:** You will keep the premises as well ventilated as possible throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**SC6:** You will ensure that no more than 30 people (or 20, in the case of exercise, dance or fitness sessions) attend your activity/event, in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than six, or two households, and that such groups do not mingle. You will ensure that social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, that they observe any agreed one-way arrangements within the premises, and as far as possible observe social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which periods should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time.

**SC7:** You 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.

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**SC8:** You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or households / support bubbles or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

**SC9:** You must keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any household / support bubble who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster.

**SC10:** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the black rubbish bins outside the hall.

**SC11:** You will be responsible, if drinks or food are to be provided, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You 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.

**SC12:** 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.

**SC13:** 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 the room behind the stage. 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 bookings secretary on 01452 700436 or, if unavailable, call 01452 700054.

**SC15:** In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

**SC16:** If a sports, exercise or performing arts activity takes place you will organise your activity in accordance with COVID guidance issued by the relevant governing body for your sport or activity, wherever applicable.

**SC17:** Depending on the nature of the event you may be required to take additional steps to control risks related to COVID, which will be discussed with you prior to the booking being confirmed.

**SC18:** You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.