



## **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.

**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:** Unless otherwise agreed with us in advance, you will ensure that no more than 80 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 encourage social distancing between individuals or groups as far as possible, particularly when using more confined areas (e.g. using the kitchen, moving and stowing equipment, accessing toilets). You will position furniture or the arrangement of the room as far as possible to facilitate social distancing.

**SC7:** You will take particular care to ensure that social distancing is maintained for any persons 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 compromising social distancing.

**SC8:** You are requested to 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 (at least one member of any group of up to 6 people or 2 households 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.

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**SC9:** 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.

**SC10:** 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.

**SC11:** 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.

**SC12:** For events of more than 80 people, and for other events at our discretion, you will carry out your own risk assessment and take additional steps as necessary to ensure the safety of the public in relation to COVID-19, for example by operating a booking system or providing attendants or stewards in the interests of maintaining COVID security. You will provide us with details of such arrangements on request.

**SC13:** In order to avoid risk of aerosol or droplet transmission, please 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.

**SC14:** If a sports, exercise or performing arts activity takes place you should organise your activity in accordance with COVID guidance issued by the relevant governing body for your sport or activity, wherever applicable.

**SC15 :** You should encourage all those attending your activity to wear a face covering when using confined spaces such as toilets and corridors, for the safety of others.