

(Based on ACRE Appendix E v7 Dated 30<sup>th</sup> Sept 2020)

## **These conditions are supplemental to, not a replacement for Holt Village Hall standard conditions of hire.**

### **SC1:**

You, 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 (Help Keep Holt Village Hall COVID-19 Secure) which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

### **SC2:**

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

### **SC3:**

When in use the hall will be cleaned on a regular basis; in particular normal touchpoints i.e. door handles, light switches, window catches etc. and toilets, wash hand basins and floors as appropriate. You will be responsible for keeping the premises clean through regular cleaning of surfaces during your hire, paying particular attention to all touchpoints, , chairs, equipment and kitchen (if used) These must all be cleaned on leaving (you have been allocated additional time to facilitate this at no extra cost).

Please take care when 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** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test.

### **SC5:**

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

### **SC6:**

To avoid setting up a one-way entry/Exit system we have scheduled lettings to avoid clash of transition times between groups.

You will ensure that people attending do so in groups of no more than 6 (unless they are a "qualifying group") and that such groups do not mingle.

To ensure 2metre social distancing between individuals, no more than 15 persons upstairs or 20 persons downstairs (23 if three on stage) attend your activity. You will also ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, and as far as possible observes social distancing of 1m **plus mitigation measures** when using more confined areas e.g. visiting the toilets and moving equipment, which should be kept as brief as possible.

If hiring the upper room, you must **only** use the toilet on that level.

### **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

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be avoided.

### **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 groups of up to two households 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 group of up to 6 people 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, taking them away with you when you leave the hall.

### **SC11:**

You will encourage users to bring their own drinks and food, but if drinks or food are made **you** will be responsible for ensuring that all crockery and cutlery is washed (not in the dishwasher) 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.

If food or drink is being served (as distinct to being made on a DIY basis) it must be served only at tables or as a takeaway service. Provision of food or drink **MUST** cease before 10pm (i.e. be cleared away by then). If food and drink is served at tables you **MUST** ensure there is no mingling between groups at different tables, which must be seated in accordance with SC6.

### **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, but we will not be responsible for any consequential loss however incurred.

### **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 Disabled Toilet downstairs. Provide tissues and a bin or plastic bag. Soap and water should be present. 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.

Immediately inform a Trustee of the Village Hall:

- Rob Page T: 01225 782707 M: 0794 752 9732
- Sue Ennis T: 01225 782906 M: 0795 893 8071
- Tim Mason T: 01225 783546 M: 07974 705 262

Leaving a telephone message (Voice Mail or text) **is not acceptable as** they may not be available

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### **SC14:**

**Events with 30 or more people must only be arranged and agreed with Trustees of Holt Village Hall.**

For events with more than 30 people you will:

- A. Take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system.
- B. Providing attendants or stewards who will ask people to :
  - i. Seat themselves furthest from the entrance on arrival
  - ii. Exit starting closest to the exits first
  - iii. Invite people to use toilets row by row.

### **SC15:**

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

### **SC16:**

Where sports, exercise or performing arts activities are to take place, you will organise your activity in accordance with guidance issued by the relevant governing body (or professional association) for your activity

You will ask those attending to bring their own equipment (e.g. mats) and not share it with other members.

Mats **MUST** be used when sitting or lying on the floor. **If direct contact is made with the floor** it must be cleaned at the end of the session:

- A. The upper hall floor must be vacuumed thoroughly.
- B. The main hall floor must be mopped/wiped thoroughly using proprietary cleaner (mops available in the cleaner's cupboard).

You will ensure that any equipment you provide is cleaned before use [and before being stored in the hall's cupboards].

### **SC17:**

Face mask to be worn on entering a village hall and kept on, the exceptions to wearing face coverings are

- for gym class or dance class
- to eat or drink
- children under 11 (for health and safety reasons should **NOT** be worn by children under 3))
- people who cannot put on, wear, or remove a face covering because of a physical or mental illness or impairment, or disability
- leaders of indoor settings, such as someone leading part of a prayer service

### **SC18:**

Closing: Provision of food and drink **MUST** cease by 10pm. Any bar, dinner or similar activity **MUST** close by 10pm.

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## **NOTE**

Hires are asked to note:

These Special Conditions of Hire may change at short or no notice should the government guidelines (or interpretation thereof changes)