

1. WINTERSLOW VILLAGE HALL Supplementary Conditions of Hire

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 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 wearing face coverings, using the hand sanitisers supplied when entering the hall and after using tissues.

SC2. 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!

SC3. All User groups or Hirers must maintain a register of event attendees, containing contact information for Test, Track, and Trace purposes. Representatives / organisers must consider such information is of a confidential nature and for official use only.

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** inform the Hall Secretary on 01980 862776 or email secretary@winterslowvillagehall.org.uk and use the Test, Track 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. You will ensure that no more than the following number of people attend your activity/event, in order that social distancing can be maintained:

Seating arrangement	Standing	Seated – social distancing rules must be applied
Main Hall – Govt guidelines state a maximum of 30 people at one time	30	30
Recreation Room	12	10
Meeting Room	8	8

You 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

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.

SC8. You 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 (not from the same family group), rather than face to face. If tables are being used, you 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.

SC9. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the kitchen before you leave the hall.

SC10. You 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. 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.

SC11. 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.

SC12. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to **a safe area which is away from the rest of your group**. 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 secretary on 01980 862776 or email secretary@winterslowvillagahall.org.uk

SC13. For cinema, performances and other events with seated audiences: You will provide attendants who will ask people to seat themselves furthest from the entrance on arrival and those closest to the exits to leave first. Inform attendees at start of session about one-way system for toilet use with appropriate distance maintained.

SC14. Avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.