

## **COVID -19 ADDITIONAL HIRE CONDITIONS**

**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 using hand sanitiser when entering the hall and after using tissues.

### **SC2:**

You will be responsible for cleaning door handles, light switches (do not spray, just wipe), 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 or your own ordinary **domestic products. You will be required to clean again on leaving.**

### **SC3:**

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 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact. You must also advise our booking clerk on [helen.white@sheldwich.com](mailto:helen.white@sheldwich.com) as soon as you are aware.

### **SC4:**

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.

### **SC5:**

You will ensure that no more than 25 people attend your activity/event inside the Hall, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises as far as possible when using more confined areas e.g. moving and stowing equipment, which 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.

### **SC6:**

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.

### **SC7:**

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, 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 Ushape.

**SC8:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in rubbish bags which you will remove after your hire.

**SC9:**

You will encourage users to bring their own drinks and food or You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried (with your own clean tea towels) and stowed away. You will bring your own clean tea towels etc, so as to reduce risk of contamination between hirers, and take them away.

**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 a safe area, away from other users, and 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 clerk on [helen.white@sheldwich.com](mailto:helen.white@sheldwich.com) as soon as possible.

**SC12:**

If you require additional time to carry out these Covid – 19 provisions during your hire please notify the booking clerk when submitting your booking application form.

Thank you

Sheldwich Village Hall Committee

July 2020