

## **Covid-19 Special Hiring Conditions for East Horsley Village Hall**

**Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire and may be subject to change in line with relevant Government guidelines at the time of your event or activity.**

SC1: You, the Hirer will be responsible for ensuring those attending comply with the COVID-19 Secure Guidelines attached while entering and occupying the hall. In particular using the hand sanitiser supplied when entering the hall and maintaining social distancing at all times.

SC2: You undertake to comply with the actions identified in the hall's risk assessment attached.

SC3: The room you have booked will be cleaned between hires but you will be responsible for cleaning all regularly used surfaces during the period of hire (including tables, kitchen sinks, door handles) using either the products supplied or ordinary domestic products. 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 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 are required to keep a record of the name and contact telephone number or email of all those who attend your activity or event for a period of 3 weeks after the activity or event and provide the record to NHS Track and trace if required. (People are not obliged to provide details)

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

SC6: You will ensure that everyone attending your activity or event maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than two people use 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.

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 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 the hire, (other than paper towels used in the process of cleaning and tissues) taking all rubbish away when leaving 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 prior to use and again after use before being dried and stowed away. The Hall will provide washing up liquid, washing up brushes and paper towels for drying.

SC11: The Hall Manager / Trustees 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 Hirers promptly and we will not charge for the hire.

SC12: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall they should be removed to the available designated safe area. (this will be advised to you by the Hall Manager or Hall Caretaker upon your arrival at the hall or by a notice posted on the wall of the room you are using). 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 Manager or Caretaker immediately.

SC13: For events with more than 30 people you will 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 or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

SC14: Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason 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.

SC15: Where a group uses their own equipment, you will ask those attending to bring their own equipment and not share it with other members. You will 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.

SC16: You will not attempt to clean the following items, which will be the responsibility of the hall cleaner: AV Equipment, stage lighting I-Pad, stage lighting control deck, motorised projector screen controller.