

## **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.**

### **You, the Hirer:**

SC1: Undertake to comply with the actions identified in the hall's risk assessment attached.

SC2: Will make sure that everyone likely to attend your activity or event understands 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, and seek a COVID-19 antigen test. 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. 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.

SC3: Are 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 when entering the hall, wearing face coverings in communal areas, and maintaining social distancing.

SC4: Will ensure that social distancing between individuals or groups attending your meeting is maintained as far as possible, including while waiting to enter the premises, that they observe the one-way system within the premises, and as far as possible observe social distancing plus mitigation measures when using more confined areas (eg moving and stowing equipment, accessing toilets).

SC5: Will encourage all those attending your activity to wear a face covering within the hired space, unless the activity prevents this. A face covering must be worn in the communal parts of the building eg corridors and toilets, unless the person has a health condition which prevents this. A face covering is not required when people are eating or drinking.

SC6: Will keep the hired space 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.

SC7: Will position furniture or the arrangement of the room as far as possible to facilitate social distancing using mitigation measures such as: seating side by side, rather than face to face, and good ventilation. If tables are used, place them so as to maintain social distance across the table between people who are face to face eg using a wide U-shape.

SC8: May, if you so wish, provide attendants or stewards whose role will be to ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and, if there is an interval, invite people to use toilets row by row.

SC9: Will ensure any equipment you provide is cleaned before use and before being stored in the hall's cupboards. Where members of the group bring their own equipment, you will ask that they do not share their equipment with other members.

SC10: Will not attempt to clean the following items - this is the responsibility of the caretaker: AV equipment, stage lighting I-Pad, stage lighting control deck, motorised projector screen controller.

SC11: Will be responsible for cleaning all surfaces used during the period of hire (including tables, kitchen sinks, door handles, light switches), using either the products supplied or ordinary domestic products. Please take care cleaning electrical equipment. Use cloths - do not spray!

SC12: Will be responsible, if drinks or food are made, for ensuring all crockery and cutlery is washed in the dishwasher or in hot soapy water after use before being dried and stowed away. The Hall will provide washing up liquid, washing up brushes and paper towels for drying.

SC13: 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.

SC14: Will ensure that, in the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall, they are moved to a safe area. 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.

SC15: Accept that the Hall Manager/Trustees 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.