

COVID-19 Special Terms & Conditions of Hall Hire (effective from July 2021)

Please Note: These Special COVID-19 conditions are **ADDITIONAL** to and not a replacement for Bletsoe Village Hall's Standard Terms & 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 per the Hirer Information supplied.

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 the products supplied.. 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 48 hours, and that if they develop symptoms, however mild, within 10 days of visiting the premises they **MUST** seek a COVID-19 test.

SC4: You will keep the premises well ventilated throughout your hire, with windows and doors (except fire 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 50 people attend your activity/event in the Main Hall in order that appropriate distancing can be maintained.

SC6:  You will take particular care to ensure that appropriate care is

maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping suitable 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:^[SEP] You will position furniture or the arrangement of the room as far as possible to facilitate appropriate distancing between individual people such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, face coverings and good ventilation.

SC8: 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.

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

SC10:^[SEP] Users are allowed to bring their own drinks and food. Service from the kitchen requires careful planning to maintain a secure environment and should be discussed with the Hall Management Committee at the time of hiring.

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 the designated safe area which is the kitchen. 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. Complete the [COVID-19 INCIDENT Reporting Form](#) on the website

SC14: For events with more than 50 people (when allowed) 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: In order to avoid risk of aerosol or droplet transmission 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: Other special points as appropriate. e.g., Where a sports, exercise or performing arts activity takes place, you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity. Where a group uses their own equipment, you will ask those attending to bring their own equipment and not share it with other members and 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.

SC 16: You will encourage all those attending your activity to wear a face covering as you determine unless an exemption or other

government guidance applies to the activity.

SC17: Prior to the event, you will provide your Risk Assessment addressing the points contained in the Hirer Guidelines, specifically:

- Use of face coverings
 - Any distancing required
 - Hygiene and sanitising of facilities
 - Capacity management
 - First Aid for any incidents
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We have read and accept these COVID-19 Special Terms and Conditions:	
Hirer's Full Name:	
Hirer's Signature:	
Date of Signature:	