

Bethersden Village Hall Hirers Supplemental Conditions. Issue 7 Aug 2020

Note: These conditions are supplemental to, not a replacement for, the Hall's standard conditions.

- 1: The hirer, will be responsible for ensuring all those attending comply with the COVID-19 Secure Guidelines while entering and occupying the Hall, as shown on the attached poster and displayed at the Hall entrance, in particular using the hand sanitiser supplied when entering the Hall and wearing face masks where appropriate.
- 2: You undertake to comply with the actions identified in the Hall's risk assessment, of which you have been provided with a copy, and your own activity risk assessment.
- 3: The Hall will be cleaned daily; you will be responsible for cleaning all regularly used surfaces prior to and after your hire (e.g. tables, chairs, wash basins, door handles using the products supplied. Please take care cleaning electrical equipment by using cloths; do not spray! You will ask those bringing their own equipment not to share it with others. You will ensure that any Hall equipment you use or equipment you provide is cleaned before and after use.
- 4: You will ensure that everyone attending your activity understands that they **MUST NOT DO SO**, if they or anyone in their household has had COVID-19 symptoms in the last 10 days, or if they develop symptoms within 10 days of visiting the premises, they **MUST** use the **Test, Track and Trace** system to alert others with whom they may have been in contact.
- 5: You will keep the premises well ventilated throughout your hire, with windows & doors open as far as convenient. You are responsible for ensuring they are securely closed on leaving.
- 6: You will ensure no more than 30 people attend your activity, 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. You will make sure that no more than 1 person uses each suite of toilets at one time.
- 7: Furniture must be arranged to facilitate people sitting side by side, with at least one empty chair between each person, not face to face. Tables must be arranged so as to maintain a distance of at least 2 metres across the table between people who are face to face.
- 8: You must keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and Trace if required.
- 9: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags/bins provided before you leave the Hall.
- 10: Drinks only no food and a maximum of two people at any one time in the kitchen. Drinks should be served in the main Hall using the food trolley. You will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed and stowed away. You will bring your own clean tea towels and take them away after use.
- 11: We have the right to close the Hall if there are safety concerns relating to COVID-19. If this is necessary, you will be informed and not charged for this hire.
- 12: If someone becomes unwell with suspected Covid-19 symptoms you must remove them to the designated safe area which is the small room next to the kitchen. Provide tissues and a bin, and a bowl of warm soapy water for hand washing. Ask others in your group to provide contact details and then leave the premises observing the usual hand sanitising & social distancing precautions.

Inform the Hall cleaner on Tel ...07970202269 and VH Chairman Tel..01233822077

- 13: For events with seated attendees: You 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 any interval row by row.

