

Little Wenlock Village Hall

Special Covid-19 Security Hiring Conditions

These conditions are supplementary to 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 the hand sanitiser supplied when entering the hall and after using tissues.

SC2:

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces marked on the attached cleaning plan before leaving, paying particular attention to wash hand basins using either the products supplied (in the foyer) or your own ordinary domestic products.

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC3:

The hall will be cleaned before you arrive but you will be responsible for cleaning the tables and chairs that you wish to use (materials supplied) before you start (or re-cleaning at your discretion) You will then be responsible for cleaning all surfaces you have used before you leave, (including tables, chairs, toilets and sinks, light switches, door handles and any other equipment)

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 & Trace system to alert others with whom they have been in contact and inform the Village Hall Committee representative, Sue Parsons 505888

SC5:

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.

SC6:

You will ensure that no more than 30 people attend your activity/event; your activities are confined to the main hall; and everyone maintains social distancing while waiting to enter and using the hall. You will also make sure everyone observes the one-way systems within the hall and only one person uses the toilets at time.

SC7:

You will take particular care to ensure that social distancing is maintained for anyone aged 70 or over or likely to be clinically more vulnerable to COVID-19. In particular, they need to keep a 2m distance around them when going in and out of rooms and access the toilets or any confined areas without others 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 arrangement 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.

SC9:

You will be responsible for disposing of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided before leaving the hall.

SC10:

We 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.