
Please Note: These conditions are supplemental to, not a replacement for, the Hall's Standard Terms and 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 posters which are displayed in the foyer, in particular using the hand sanitiser supplied when entering the hall, after using tissues and washing hands regularly.

SC2:

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 must inform the Village Hall management on villagehallwereham@gmail.com and if the staff are not available, John Millard on 01366 500790.

SC3:

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event, for a period of 21 days after the event, and provide the record to NHS Track and Trace if required

SC4:

You undertake to comply with the actions identified in the Wereham Village Hall's risk assessment. Actions from this, relevant to users, have been incorporated into these Special Conditions of Hire. A copy of the Hall's risk assessment is available on request and is published on our web site.

SC5:

Groups are advised to carry out their own risk assessment for using Wereham Village Hall and provide the Village Hall with either your own Risk Assessment for your event or a statement of how you will manage risks.

SC6:

The hall will have a weekly thorough clean and also be cleaned regularly by our staff, but it will not be possible to guarantee that the hall will be cleaned before each event, especially at weekends. Therefore, 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. During your hire you will keep the premises clean through regular cleaning of surfaces, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a plastic box in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

A non-chargeable 15-minute period before and after the booked times will be allowed for cleaning.

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

SC7:

Tables must be cleaned by the user, prior to putting them back on their trolley and replacing in the storeroom.

Whenever possible the plastic chairs should be used. These must be cleaned before stacking and replacing in the storeroom.

Badminton posts must be cleaned by the user, before and after use.

As fabric chairs are more difficult to clean and sanitise, any cleaning of the fabric will be carried out by our staff. We will be using a rotation system for these chairs, with a minimum 72-hour isolation period between uses. You will need to let the staff know how many chairs you require for your event and these will be put out on their trolley(s) in the room for use. After use, please stack the chairs on the trolley(s) provided and leave them at the side of the room.

Hirers MUST NOT take out and use fabric chairs that are stored in the storeroom. If extra chairs are needed, then hirers must only use the plastic chairs.

SC8:

To help reduce the need for cleaning, users should reduce contact with surfaces as much as possible. Hirers to remind groups not to touch surfaces unnecessarily and limit the use of equipment to the minimum. Blinds must not be used except by the agreement of the Village Hall and only the cords must be touched, and not the blinds.

SC9:

Where a group uses their own equipment and takes it home : You will ask those attending to bring their own equipment and not share it with other members and ensure that everything is removed at the end of the event.

SC10:

Where a group uses their own equipment, which is stored in the Hall's storeroom: You will ensure that any equipment you provide is cleaned before use and again before being stored in the hall's storeroom.

SC11:

Being a passivhaus building, the hall does have a built-in air circulation system to keep it ventilated. If any windows or doors are opened for extra ventilation, you will be responsible for ensuring they are all securely closed on leaving.

SC12:

In order that social distancing can be maintained, you will ensure that no more people attend your activity/event than the booked room(s) is allowed to hold.

Room MAXIMUM Capacity (maintaining 2m distancing)

Main Hall (18m*10m=180m²) – **45 persons**

Community Room (5.5m*4.4m=24.2m²) – **6 persons**

Kitchen – **4 persons**

Meeting Room – **not for hire** (staff and emergency first aid / isolation room only)

Storeroom – **2 persons**

These are theoretical capacities and can reduce based on equipment used (e.g. tables and chairs) and layout required for hire.

SC13:

Room capacities may be increased with the one metre plus mitigation advice being applied. This states that people from different households should keep one metre apart while taking other precautions (the "plus") to mitigate the risk of virus transmission. If hirers want to apply for an increase in capacity above those shown in SC9: above, then a full risk assessment must be submitted to the Village Hall to demonstrate acceptable mitigation measures will be put in place and managed.

SC14:

You will ensure that everyone attending maintains social distancing while waiting to enter or leave the premises, and as far as possible when using shared or more confined areas (e.g. foyer, toilets, kitchen, etc, or when moving and stowing equipment).

On arrival and if possible, the Hirer should set the front door to open so that people can walk straight in. The front doors can be closed just before the activity starts.

To avoid different groups mixing in the foyer, we ask that people enter via the front door as normal and move directly to their booked room and do not loiter in the foyer or immediately inside room entrance doors. Users of the Main Hall should leave via the double doors (nearest the kitchen) leading to the patio. Hirers should ensure that the doors are then secured correctly before then leaving via the front door and locking up.

For the community room, users will leave by the front door but must wait until it is clear, if anyone is trying to enter as they are leaving.

Hirers must ensure that if both the community room and main hall are being used, that they agree how to stagger the use of the toilets and kitchen to ensure that the two groups do not interact with each other.

Note: In the event of an emergency evacuation, the priority is to safely exit the building. Social distancing rules do not apply in that situation.

SC15:

For most activities, by preference everyone will only use the disabled toilet. Users should wait in the main hall or community room until the toilet is free to use. The door will remain open when not in use.

For larger events and when it is difficult to stagger toilet breaks, the Ladies and Gents toilets will be available. You will provide a steward to manage the toilet use. You will make sure that no more than one person / family uses each suite of toilets at the same time. A "in use / free" sign will be placed on the entry door and people using the toilet must ensure they turn the sign, when entering and leaving the toilet.

Hirers to remind users to wipe the toilet seat, flusher, taps and door handles with the wipes provided. These must be put in the bin and NOT down the toilets.

SC16:

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 an appropriate 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 where possible.

SC17:

You will position furniture or arrange 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. (using a wide U-shape).

SC18:

You will be responsible for the collection, removal and disposal of all rubbish created during your hire, including tissues, cleaning cloths and disposable PPE.

SC19:

We suggest you encourage users to bring their own drinks and food for the time being. If drinks or food are made, you will ensure that all disposable items are placed in the bins provided in the kitchen. Any non-disposable items used (e.g. crockery and cutlery) are to be washed in **hot** soapy water (minimum of 60°C), dried and stowed away. The dishwasher must only be used if you have been given an induction on how to operate it. You must bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away to be laundered. We will provide washing up liquid and washing up cloths.

SC20:

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 these Special Hiring Conditions 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.

SC21:

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 Meeting Room. Tissues, paper towels, soap, a bin or plastic bag, and a hot water supply for handwashing are available there, for use by those dealing with the patient. Someone from your group must be designated to look after the ill person, to ensure an ambulance is called or

that the ill person is seen safely home. The person taken who is taken ill or their relative / carer must get the person tested for Coronavirus and inform Track and Trace.

If this occurs the function in progress must end immediately. 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 everyone to launder their clothes when they arrive home.

If the staff are not available, **inform John Millard promptly on 01366 500790.**

SC22:

For performances and other events with seated audiences, e.g. film nights : You will provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to arrange departure of those seated closest to the exits first, and extend or stagger breaks to ensure that toilets are not overcrowded.

SC23:

Live performances, e.g. drama or music are not permitted. This is 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 at a volume which makes normal conversation difficult.

SC24:

Hirers will be required to complete a tick list at the end of the hire and leave in the hall for collection by the staff. This will be kept and become part of our records to show that all reasonable measures are being undertaken to maintain the Village Hall as a COVID secure premise.

Please sign and date here
to confirm acceptance and return a copy to villagehallwereham@gmail.com.

Alternatively please send an email to villagehallwereham@gmail.com saying that you confirm acceptance of the Special Conditions of Hire during COVID 19.