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**Special Conditions of Hire during COVID-19**

**Note: These conditions are supplemental to, not a replacement for, 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 Guidelines while entering and occupying the hall, as shown on the poster at the end of this document (which is also displayed at the hall entrance), in particular using the hand sanitiser supplied when entering the hall and after using tissues. No more than 30 (thirty) persons will attend an event at any one time.

**SC2**:

You will inform the hall trustees of the nature of your event and any planned activities. Only events deemed to be low-risk for COVID-19 transmission will be permitted. For example, dancing, singing and live bands will **not** be permitted. You undertake to comply with the actions identified in the hall’s COVID-19 risk assessment (where appropriate), of which you have been provided with a copy.

**SC3:**

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 (which will be in clearly accessible locations). You will be required to clean contact points again on leaving.

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

**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, Track and Trace system to alert others with whom they have been in contact.

**SC5:**

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient and operating the ventilation fan if possible. You will be responsible for ensuring windows and doors are all securely closed on leaving and the fan is turned off. You will not close the moveable wall between the Main Hall & East Room at any time.

**SC6**:

You will ensure that no more than thirty people attend your activity/event inside the hall at any one time, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises (set out at the end of this document), and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than one person uses each toilet at a time.

**SC7**:

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 a 1m 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.

**SC8**:

You will position furniture or the arrangement of 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 1 metres (2 metres is preferable where possible) across the table between people who are face to face.

**SC9**:

You will be responsible for the disposal of **all rubbish** created during your hire, including tissues, in the rubbish bags provided in the kitchen before you leave the hall. Full rubbish bags should be tied closed and placed in the black wheelie-bin outside the hall by the car-park.

**SC10**:

Use of the kitchen for food and drink preparation is discouraged but if you do use the kitchen, you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried, and stowed away. You will use disposable paper roll for drying-up or you will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

**SC11:**

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.

**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 disable toilet. Ask others in your group to provide contact details if you do not have them and then everyone should leave the premises, observing the usual hand sanitising and social distancing precautions, and advise people to launder their clothes when they arrive home. Inform a hall trustee immediately.

**SC13:**

For performances and other events with seated audiences you will provide attendants 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.

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**KEEP CLUNGUNFORD HALL COVID-19 SECURE**

1. **You must not enter if you or anyone in your household has COVID-19 symptoms.**

1. **If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert a hall trustee and/or the organiser of the activity you attended.

1. **Maintain social distancing as far as possible**: Wait behind the marked lines if there is a queue as you enter and observe the one-way system marked.

1. **Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided in the toilets.

1. **Avoid touching your face, nose, or eyes**. Clean your hands if you do.

1. **“Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the bins provided. Then wash your hands.

1. **The organisers of your activity will have cleaned door handles, light switches and equipment before you arrive.** Keep them clean. Event organisers should clean all contact points at the start and end of each event.

1. **Take turns to use confined spaces such as the lobby, kitchen, and toilet areas**. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.

1. **Keep the hall well ventilated. Close and secure doors and windows on leaving**. **Do not close the moveable wall.**

**Thank You**

**Clungunford Village Hall**

**One-way system during COVID-19 outbreak**

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