

Staverton Village Hall

Special Conditions of hire during COVID-19

These conditions are supplementary to, not a replacement for, Staverton Village Hall's ordinary conditions of hire.

1. You, the Hirer will be responsible for ensuring those attending your activity or event comply with the COVID-19 Government guidelines and rules whilst entering and occupying the hall.
2. You undertake to comply with the actions identified in the hall's coronavirus risk assessment, of which you have been provided with a copy and to provide us with a copy of your risk assessment for COVID-19.
3. 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. You will be required to clean again on leaving. Tick and sign the Hirer's cleaning checklist.
4. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the bags provided, before you leave the hall. Bags are to be placed into the black bin outside the hall.
5. You will ensure 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 10 days and, that 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 have been in contact. You are required to maintain contact details of all attendees of each session and retain for 21 days. The Village Hall Management Committee reserve the right to request sight of these records at any time
6. When practical you will keep the premises well ventilated throughout your hire, with windows and doors open as convenient. You will be responsible for closing them on leaving.
7. You will ensure social distancing of 2 metres between individuals / bubbles is maintained by everyone attending, as far as possible, including while waiting to enter and leaving the premises and that they observe the one way system within the premises.
8. You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or persons likely to be clinically more vulnerable to COVID-19.
9. You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2 metres between individual people or bubbles.

10. Social interaction and shared activity must be limited to groups of six or two households. People in a group of six are still required to socially distance unless they are in the same household or support bubble. Where there is a significant likelihood of groups of six mixing and socialising with other groups (and where it will be difficult to prevent mingling and therefore breaking the law) the activity should not take place in a community facility.
11. Hirers should adhere to the relevant Government rules, restrictions currently state that Parent and Child groups are permitted up to a maximum of 15 people (under 5's do not count towards this limit), in an indoor setting.
12. All crockery, cutlery and utensils are not to be used by Hirers.
13. The Dishwasher is currently out of use.
14. 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 a thorough cleansing is required or if it is reported that the 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 are required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for hire dates lost due to closure.
15. In order to avoid the risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, eg. Refrain from playing music at a volume which makes normal conversation difficult.
16. Where sports or exercise activity takes place you will organise your activity in accordance with guidance issued by the relevant governing body for your sport.
17. All those attending your activity are to wear a face covering unless an exemption applies. They can be removed while exercising or eating / drinking but must be worn at all other times.
18. As the Hirer you are expected to ensure that those attending your session / event follow the required guidelines and rules. Staverton Village Hall Management Committee reserve the right to monitor that Hirers and Users of the hall are compliant to all terms and conditions and Special Conditions of hire accordingly.
19. The Signatory of the Booking Form is considered to be the Responsible Person and is the person responsible for adhering to the Hire Agreement, the COVID-19 risk assessment, the COVID-19 Special Conditions of Hire and the Hiring Information Sheet.