

North Curry Village Hall special COVID-19 Hiring conditions

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 wearing a face covering unless exempt* and using the hand sanitiser supplied when entering the hall and after using tissues.

*Face mask exemptions: while involved in dance, physical exercise or sports activities

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3:

The hall cleaner will undertake regular thorough cleaning but in order to safeguard your group you will be responsible for cleaning door handles, light switches, window catches, toilet handles and seats, wash basins and all regularly touched surfaces likely to be used during your period of hire before other members of your group arrive and before leaving. Cleaning materials will be provided in the Main Hall.

Please take care cleaning light switches. 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. You will be responsible for ensuring they are all securely closed on leaving. You will not prop open the front outside door.

SC6:

You will ensure that no more than the COVID-19 capacity number* of people attend your activity, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas for example when moving and stowing equipment.

*COVID-19 capacity. This number varies according the seating arrangements. If everyone is seated on chairs the maximum allowing for 2m social distancing is 40. Using tables and chairs reduces this number. Hirers should agree the capacity number before booking the Hall.

SC7:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households. If tables are being used, you will place them to maintain a distance of at least 2 metres across the table between people who are face to face.

SC8:

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 3 weeks after the event and provide the record to NHS Track and trace if required.

SC9:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the Main Hall and take all rubbish away with you when you leave.

SC10:

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 there is concern 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.

SC11:

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 Social Room. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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 them to launder their clothes when they arrive home. Inform Secretary 01823 490426 or Treasurer 01823 490773