

Wickham Market Village Hall

CONDITIONS OF HIRE DURING COVID -19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire and replaces all previous sets of supplemental conditions

On Monday 19th July 2021 many of the COVID 19 restrictions were lifted such as the need to keep 2 metres apart, the limits on numbers of people who can attend events and wearing face masks. However the Government was clear that it was important we all should use personal judgement to manage our own risk and it is still necessary to be cautious.

In view of this advice, the Trustees of the village hall believe that to protect its multiple users the following special measures should apply:

1. **You**, the hirer, will be responsible using your own personal judgement for ensuring that those attending your activity or event follow the Government's advice on COVID-19 while entering and occupying the hall. You should exercise your own common sense and be cautious when considering the risks.
2. Although the Government has lifted the restrictions on the numbers of people who can attend events and singing and dancing **you** should consider that the advice is that you should limit the close contact with those you do not usually live with you which includes minimising the number, proximity and duration of social contacts. Depending on the numbers attending it is for the hirer to judge, for the comfort and assurance of those attending, whether you wish to recommend social distancing and mask wearing.
3. The Hall will continue to provide hand sanitisers for those entering the venue and would recommend that while in the hall you consider continuing to keep the premises well ventilated throughout with windows and doors open as far as convenient. **You** will be responsible for ensuring they are all securely closed on leaving.
4. Although designated venues are no longer legally required to ask customers and visitors to "check-in". The Government strongly encourages visitors to use the NHS QR code poster at the entrance to the Hall and/or maintain a logbook containing attendees contact details.
5. The Trustees cannot guarantee that the Hall is cleaned after every event so for your own peace of mind you may wish to consider cleaning all surfaces you may be likely to use during your period of hire **before** other members of your group or organisation arrive. You may use the products supplied (which will be in a clearly accessible location) or you are welcome to bring your own ordinary domestic products. Please take care cleaning electrical equipment. Use cloths - do not spray!
6. **You** should 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.
7. **You** will be responsible for the disposal of all rubbish created during your hire, including toilet bins, tissues and cleaning cloths, there are black rubbish bags provided - please replace and dispose of your used bag in the appropriate bin outside the kitchen. The key to the bins can be found near green First Aid box in the kitchen. Please return the key to this location after you have used it.
 8. If any drinks or food are made, you are responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. **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.
 9. **We** will have the right to close the hall if there are safety concerns relating to COVID19, 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.
 10. 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 Disabled toilet by the main entrance. 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 (you should already 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 the Village Hall Chairman, on 01728 746058, as soon as possible that this has happened.

7th August 2021