

EDSTASTON VILLAGE HALL

(Charity no. 1095886)

Special Conditions of Hire during COVID-19

(Note: These conditions are supplemental to and not a replacement for Edstaston Village Hall's ordinary conditions of hire)

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the **'Help Keep This Hall COVID-19 Secure'** guidelines while entering and occupying the hall, as shown on the attached document, which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

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:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT ATTEND** 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.

SC4:

It is advised that you keep a record of the name and contact telephone number or email of all those attending your event. You can use the Edstaston Village Hall NHS QR poster at the hall entrance to register attendance and by keeping a separate record of any who are not able to register using their smartphone app and the hall's NHS QR poster.

SC5:

We will try and ensure that the hall is clean before your event but you will be responsible for any additional cleaning if required of 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. Cleaning products will be supplied in a clearly accessible location.

SC6:

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 and locked on leaving.

SC7:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. All rubbish to be disposed of in the rubbish bags provided (which are in the kitchen and toilets). At the end of your event/activity you are responsible for taking away the rubbish when you leave the hall.

SC8:

You will be responsible, if drinks or food are served, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away in the cupboard and drawer labelled "CROCKERY" and "CUTLERY".

SC9:

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 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.

Special Conditions of Hire during COVID-19 (cont.)

SC10:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall, the following actions should be undertaken:

- Immediately isolate the person with suspect Covid-19 symptoms away from others attending activity.
- Ensure that all others attending event/activity have provided contact details and then they may 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 hall booking clerk (Sandra Price) on 07976622654 or 01939 232493 or sandra-price@lineone.net or the hall chairman (Bev Horsley) on 01939 232956 or bev@ryebank.co.uk.

SC11:

Where a sports, exercise or performing arts activity takes place: You will organize your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

SC12:

You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. (this is not mandatory but advised)