



**Special conditions for hire of Marchington Village Hall post-Covid
These conditions are in addition to the hall's ordinary conditions of hire.**

Social distancing is referred to as 2m in this document but, since July 2020, can be 1m plus mitigation such as a face covering.

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 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 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 either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean 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. You will ensure they are all securely closed on leaving.

SC6:

You will ensure that no more than 25 people attend your activity/event in the main hall (30 if using the stage) and six people in each of the conference room and John Ellwood lounge, 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, 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 three people use each suite of toilets at one 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 2m 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 2 metres across the table between people who are face to face. We have a number of plastic chairs which you could use if you or your group members are unhappy with fabric covered seats.

SC9:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided before you leave the hall.

SC10:

You will encourage users to bring their own drinks and food. If you prepare food and drinks on the premises, you will ensure that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels and take them away for laundering. 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. In this instance, we will inform you promptly.

SC12:

If someone becomes unwell with suspected Covid-19 symptoms while at the hall, remove them immediately to the designated safe area which is the ***disabled access toilet***. Ensure you have contact details of all attending and then leave the premises, observing the usual hand sanitising and social distancing precautions and advise all to launder their clothes when they arrive home. Inform the bookings secretary on 01283 820407.