

Additional Conditions of Hire for Covid-19 (published May 2021).

These conditions are in addition to, not a replacement for, our standard conditions of hire.

‘You’ refers to you, the hirer, as per the booking form. ‘We’ refers to Clipston Village Hall Management Committee.

1. You undertake to comply with the actions identified in the hall’s Covid risk assessment (you will be provided with a copy) and/or your own Covid risk assessment (provided this has been accepted by the Booking Secretary at least 7 days prior to your hire).
2. Where relevant, you will organise your activity or event in accordance with the guidance issued by the governing body for your activity, sport, organisation or industry.
3. 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 48 hours. And also, that if they develop symptoms within 10 days of visiting the premises, they must seek a Covid-19 antigen test and use the Test and Trace system to alert others with whom they have been in contact.
4. You will be responsible for ensuring those attending your activity or event comply with the Covid-19 Secure Guidelines (displayed at the entrance). In particular, using the hand sanitiser before entering the hall and wearing a face covering unless an exemption or other government guidance applies (a face covering is not required when people are seated to eat or drink).
5. You will ensure that no more than 25 people attend your activity or event in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 individuals or 2 households and that such groups do not mingle. You will ensure social distancing of 2m (min. 1m plus mitigation measures) between individuals/groups is maintained as far as possible and that they observe the one-way system within the premises. You will take particular care to ensure that social distancing is maintained for any persons aged 70+ or likely to be clinically more vulnerable to Covid-19. You will make sure that no more than 2 persons use each suite of toilets at one time.
6. You should keep a record of the date and time of the activity or event and the name and contact telephone number or email of all those who attend (at least one member of any group or household). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR code at the hall entrance to register their attendance in the app and keeping a record of any who do not use the app. If food or drink is being served, then the contact details of everyone attending must be obtained on arrival unless they register using the NHS QR poster or have provided details beforehand.
7. You will be responsible for cleaning all touch points (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 during your hire and to clean all touch points and surfaces again at the end of your hire. You may use the cleaning products supplied by the hall or your own ordinary domestic products. You must provide your own cleaning cloths and either dispose of them or take them away with you at the end of your hire. (Please take care if cleaning electrical equipment – do not use aerosols!)
8. If using your own equipment, you will ensure that any equipment you provide is cleaned before use and before being stored in the hall. You may decide to ask those attending to bring their own equipment and not share it with other members. You are advised to avoid using equipment which is difficult to clean.
9. 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 upon leaving.
10. In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices e.g. by refraining from playing music or broadcasts at a volume which makes normal conversation difficult.
11. You will arrange the room and position furniture to facilitate social distancing of 2m (min. 1m plus mitigation measures) between individuals/groups/households. For example, seating side-by-side with at least one empty chair between each individual/group/household rather than face-to-face. If tables are being used, you will place them so as to maintain social distancing across the table for those who are face-to-face e.g. by using a wide U-shape. For events with more than 30

people (when allowed) you will take additional steps to ensure the safety of the public in relation to Covid-19, e.g. by operating a booking system to control numbers and providing stewards who will fill seats furthest from the entrance first, exit those closest to the exits first and invite people to use toilets in the interval row-by-row.

12. Users are encouraged to bring their own drinks and food. If food or drink is being served it must only be served at tables or as a takeaway service. If food and drink is served at tables, you must ensure there is no mingling between groups at different tables. Alcohol must only be served at tables, or as a takeaway service or, at a performance of a film, play or concert, to those with a ticket for consumption at their seat. Provision of food or drink must cease and be cleared away before 10pm such that any bar, dinner or similar activity must finish by 10pm.
13. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided by the main entrance before you leave the hall. Any other rubbish should be taken away with you when you leave the hall.
14. 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 in the caretaker's storeroom to the right-hand side of the stage (here you will find a covid first aid kit with protective and sanitising items for yourself and the person who is unwell). Ask all other attendees to provide their contact details (if not already provided), advise them to launder their clothes when they arrive home and ask them to leave the premises promptly. You must inform NHS Track and Trace as soon as possible and follow their instructions. You must inform the Bookings Secretary (on 01858 525275) straight away so that steps can be taken to protect subsequent hirers and committee volunteers.
15. We reserve the right to close the hall if there are safety concerns relating to Covid-19 e.g. if someone who has attended the hall develops symptoms and thorough cleansing is required, or if it is reported that these Additional 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 any affected hires.

Please sign to confirm you have read and accept these conditions then return a copy to the Bookings Secretary.

Signature _____

Name _____

Organisation _____

Date _____