

## **Cowfold Village Hall**

### **Special Conditions of Hire during COVID-19**

**These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.**

1. The hirer, will be responsible for ensuring those attending their activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall.
2. The hirer will undertake to comply with the actions identified in the hall's risk assessment. This is displayed on the notice board in the entrance hall.
3. The hirer 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 their period of hire before other members of the group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during the 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!
4. The hirer will make sure that everyone likely to attend the 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.
5. The hirer will keep the premises well ventilated throughout the hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
6. The hirer will ensure that no more than 30 people attend the activity/event, 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 two people use each suite of toilets at one time.

7. The hirer 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.
8. The hirer 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 e.g. using a wide U-shape.
9. The hirer will be responsible for the disposal of all rubbish created during the hire, in the rubbish bags provided before you leave the hall.
10. Please encourage your group to bring their own drinks and food. If drinks or food are made, the hirer is responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. Please 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.
11. 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.
12. **In the event of someone becoming unwell with suspected Covid-19** symptoms while at the hall you should send them home immediately. Please dispose of used tissues in the plastic sack provided. This should be sealed and placed in a secure place for 72 hours before being disposed of in the general rubbish. You must 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. Please inform the hall management via email, or call 07951133551 and also the Track and Trace service.

13. For performances and other events with seated audiences the hirer will need to provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.
14. Members of groups using their own equipment should not share it with other members and should avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.
15. Groups are required to keep a list of names and contact numbers of all members attending each session in case of an infection being tracked to a member when Track and Trace will come into play.

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