

Newport Village Hall - Special Conditions of Hire during COVID-19

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

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the latest 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:

The hall will be cleaned frequently but you will be responsible for cleaning all regularly used surfaces during your period of hire including tables, chairs, wash hand basins, toilet seats and handles, door handles, window catches, light switches, equipment, **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire using either the products supplied 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 COVID-19 symptoms and that if they develop symptoms within **48 hours** of visiting the premises they **MUST** use the **NHS TEST and TRACE** system to alert others with whom they have been in contact. They **MUST SEEK** a COVID-19 antigen test. You **MUST** retain contact details for all your attendees for at least 21 days following the event and provide the record to NHS Test and Trace if required. Newport Village Hall is registered for the NHS COVID-19 app QR system for checking in users.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient (except fire doors). You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will ensure that no more than 20 adults seated, or 15 children under 13 years or 15 adults (low impact activity), or 10 adults (high impact activity) attend your activity/event, in order that social distancing can be maintained. The regulations allow groups of up to 6 people to socialise together but no one should visit or socialise in groups of greater than 6 people. Mingling between different groups is not permitted. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures 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 one person uses 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 social distancing of 2m between individual people, or groups of six or less people, or 1m with mitigation measures such as seating side by side (rather than face to face), with at least one empty chair between each person, face coverings and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table from different household groups who are face to face e.g. using a wide U-shape.

SC9:

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

SC10:

You will encourage users to bring their own drinks and food. The kitchen should be used for access to cleaning materials or hand washing only.

SC11:

In the event of someone becoming unwell with COVID-19 symptoms while at the Hall you should remove them to the designated safe area which is the Green Room. Tissues, bin and hand washing facilities will be available. Ask others to provide contact details if you do not have them and leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their cloths when they arrive home. Inform the Hall Booking Secretary, Camilla Brackstone on 07949 639114.

SC12:

Where a sports, exercise or performing arts activity takes place you will organise your activity in accordance with guidance issued by the relevant governing body. You will ask those attending to bring their own equipment and not share it with other members. You will ensure any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

SC13:

In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC14:

All those attending your activity **MUST** wear a face covering when entering the hall unless exempt and continue to wear it unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated. Children under 11 years are exempt.

SC15:

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.

I have read and understood and will comply with these additional conditions of hire.

Signed: Date: