# Special Conditions of Hire during COVID-19

**Note: These conditions are supplemental to and not a replacement for, the Burtle Village Hall’s ‘Terms and Conditions’ of Hire**

**SC1:**

It is your responsibility as the hirer to keep a record of everyone that attends each of your sessions, including all contact details, for track and trace purposes

SC2:

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 use of the hand sanitiser supplied when entering and leaving the hall and after using tissues

**SC3**:

You undertake to comply with the actions identified in the Burtle Village Hall’s Risk Assessment, of which you have been provided with a copy

SC4:

You are strongly advised to undertake your own Covid-19 Risk Assessment, detailing specific requirements for your group. Please supply a copy to the Burtle Village Hall Bookings Secretary

SC5:

The hall will have been cleaned before your arrival, however you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, chairs,wash hand basins, door handles etc) using the products provided

SC6:

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** contact you the organiser immediately. You must then inform the Hall Manager

**SC7:** In the event of someone becoming unwell with suspected Covid-19 symptoms whilst at the hall, you should remove them from the hall as quickly as possible, avoiding contact with others. Inform the rest of your group and then leave the premises, observing the usual hand sanitising and social distancing precautions. Inform the Burtle Village Hall Manager on 07500 068013 as soon as possible

**SC8:**

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

**SC9**:

You will ensure that no more than 30 people attend your 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, and as far as possible when using more confined areas e.g. in corridors or when moving chairs, which should be kept as brief as possible. You will make sure that no more than one person uses the toilet at any one time

**SC10**:

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, 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 this should be avoided

**SC11**:

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. Please use the new vinyl covered chairs only. There are also lightweight, folding tables avialiable to use outside the hall or inside if you prefer

**SC12**:

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

**SC13**:

You may encourage users to bring their own individual drinks and food but they must also use their own individual cups and plates, taking them home at the end of the session

SC14:

You may bring and use your own equipment but this must not be shared with others. You will ensure that any equipment that is used is cleaned before and after use

**SC15:**

The Burtle Village Hall Management Committee 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

I have read and understood the Special Conditions for Hire of the Burtle Village Hall during Covid-19 and agree to abide by all of these Conditions

Name and Signature of Hirer:

Name: Signature:

Date:

Address, Telephone Number, and Email contact of Hirer:

Address:

Telephone Number:

Email Contact:

Name and Signature on behalf of the Burtle Village Hall:

Name: Signature:

Date: