

Hepworth Village Hall **Special Conditions of Hire during COVID-19**

Note: These conditions are supplemental to the hall's ordinary conditions of hire.

SC1: You, the hirer, will be responsible for ensuring those attending your activity/event comply with the COVID-19 Secure Guidance poster which is also displayed at the hall entrance.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, of which you will be provided a copy.

SC3: You will be responsible for cleaning all surfaces likely to be touched during your hire: e.g. door handles, light switches, window catches, equipment, toilet handles, tables, seats, wash basins and taps **before** other members of your group or organisation arrive, **during** your hire and **afterwards** before leaving.

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 48 hours, and that if they develop symptoms they **MUST** seek a COVID-19 test.

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 decide how many people can attend your activity/event in order that social distancing can be maintained and encourage mitigation measures such as face coverings when using more confined areas. The maximum number for fire regulations is 100. You will position furniture as far as possible to facilitate social distancing.

SC7: For the purposes of test and trace it is considered good practice to keep a record of the date and time the activity started and the name and contact details of all those who attend. This can be done either by operating a booking system which collects these details, record on a list or by use of the NHS QR poster with a smartphone app.

SC8: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cloths, in the bins outside by the main entrance. If the bins are full, rubbish should be taken away.

SC9: Users are encouraged to bring their own food and drink. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used in exercise) it should if possible be consumed while seated.

SC10: 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 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.

SC11: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to a safe area. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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. Inform the hall booking secretary (01484 686557).

SC12: Where a sports, exercise or performing arts activity takes place you will organise your activity in accordance with guidance issued by any relevant governing body. Where those attending bring their own equipment they should not share it with other members or use equipment which is difficult to clean. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall.