



# Trimingham Village Hall Trust

## Special Conditions of Hire during COVID-19

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

1. 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 using the hand sanitizer supplied when entering and after using tissues.
2. You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided a copy.
3. The hall will be clean before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles, switches, chair metal rims) using the products supplied
4. 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** use the Test, Track and Trace system to alert others with whom they have been in contact.
5. 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 closed on leaving.
6. You will ensure that an appropriate number of people attend your activity/event in order that social distancing can be maintained. You will ensure that everyone attending maintain social distancing while waiting to enter the premises, observes a one way system within the premises, and as far as possible when using 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. 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 2 metre 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. 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 utilising additional tables to increase the distance or a U-shape.
9. You will be responsible for the disposal of all rubbish created during your hire including tissues and cleaning cloths, into the rubbish bin provided before you leave the hall.
10. If drinks or food are made on the premises, you are responsible for ensuring that all crockery and cutlery is washed either in hot soapy water, dried and stowed away, OR placed into the dishwasher and this turned on before you leave. If you use a tea towel, this is to be removed and hot washed before returning to the hall OR you may prefer to use your own tea towels. Washing-up liquid, washing-up cloths and dishwasher tabs will be provided.
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 remove them to the designated area which is the Meeting Room. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in the group to provide contact details if you do not already have them and then ask them to leave the premises, observing the usual hand sanitising routine and social distancing precautions and advise them to launder their clothes when they arrive home. Inform the Management Committee on 01263 834349.
13. For events with seated audiences, the hirer will provide attendant 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 the toilet in any interval row by row

