

Rotherfield Village Hall

Special Conditions of Hire during COVID-19 - April 2022

Note: These conditions are supplemental to, not a replacement for, the hall's Standard Conditions of Hire.

While the Government ended Covid restrictions from 24th February hirers are asked to observe the following requirements in order that more vulnerable people feel safe using this hall.

SC1: The hirer should encourage those attending the activity or event to 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.

SC2: The hirer should comply with the actions identified in the hall's risk assessment, of which the hirer will be provided with a copy.

SC3: The hirer should make sure that everyone likely to attend the activity or event understands that they must not do so if they are unwell or anyone in their household has had COVID-19 symptoms in the last 48 hours, or if still in their self-isolation period following a positive test. If they develop symptoms within 5 days of visiting the premises they should be encouraged to carry out a COVID-19 test and notify NHS test and trace if the result is positive.

SC4: The hirer will be responsible for regular cleaning of frequently used surfaces during your hire, paying particular attention to equipment such as door handles, tables, wash hand basins and kitchen sinks, using either the products supplied or ordinary domestic products. Please clean surfaces used before leaving.

Please take care cleaning electrical equipment: Use cloths - do not spray!

SC5: The hirer should keep the premises well ventilated during the hire, with windows and doors open as convenient (except fire doors). The hirer will be responsible for ensuring doors and windows are all securely closed on leaving.

SC6: The hirer should encourage social distancing between people who do not have regular contact with each other as far as possible. It is recommended that no more than 150 people attend the activity/event in the main hall when seated at tables or 180 people when seated for a stage performance in order that social distancing can be maintained.

SC7: The hirer should encourage mitigation measures such as face coverings if the event is likely to be busy or crowded and when using confined areas such as toilets and corridors, for the safety of others.

SC8: The hirer should take particular care to ensure that social distancing (or mitigation such as face coverings) is maintained with any persons likely to be more vulnerable to COVID-19, including for example ensuring they can access the toilets or other confined areas without compromising social distancing.

SC9: The hirer should arrange the room as far as possible to facilitate social distancing, for example: Seating side by side rather than face-to-face, at least one empty chair between each person or household group. If tables are being used by people from different households a wide U-shape is advisable.

SC10: The hirer will be responsible for the disposal of all rubbish created during the event including tissues and cleaning cloths, in the bin located alongside the footpath at the side of the hall.

SC11: The kitchen and bar are available to hire and are subject to the cleaning requirements set out in SC4 above. In addition all crockery and cutlery to be used by the hirer should be cleaned before and after use; the dishwasher is available if required. Alternatively, hirers may wish to bring their own food and drink.

SC12: The Management Committee will close the hall if there are safety concerns relating to COVID-19, for example, if someone attending the hall develops symptoms and cleansing is required, if it is reported these Special Conditions of Hire are not being complied with or in the event that public buildings are required or advised to close again. If that is necessary, the Committee will do our best to inform you promptly and you will not be charged for the hire.

SC13: For events which are likely to be more busy or crowded the hirer should take additional steps for Covid security. For example, operating a booking or queuing system, providing attendants or stewards who seat people, inviting people to use toilets in the interval row by row.

SC14: In order to avoid risk of aerosol or droplet transmission please avoid people needing to shout or raise their voices to each other, e.g. refrain from playing loud music at a volume which makes normal conversation difficult.

SC15: If someone becomes unwell with suspected Covid-19 symptoms the hirer should arrange for them to go home or move them to the designated safe area which is the Lingen Watson Room. Tissues, bin bag and hand sanitiser are provided together with a first aid kit. Make sure you have contact details for others in your group and then ask them to leave the premises. Advise them to launder their clothes when they arrive home. Inform the hall Booking Secretary on 01892 660138 or the Chairman on 01892 852935.

SC16: Where a sports, exercise or performing arts activity takes place the hirer should organise their activity in accordance with guidance issued by the relevant governing body for their sport or activity.

SC17: Where a hiring group uses their own equipment the hirer will ensure that the equipment is cleaned before use and before being stored in the hall's cupboards, store rooms or on the stage after use.

April 2022

PLEASE HELP KEEP VULNERABLE USERS of THIS HALL SAFE from COVID

- 1. Please do not enter if you or anyone in your household is unwell or has COVID-19 symptoms, or have tested positive and their recommended self -isolation is not complete.**
- 2. Maintain social distancing as far as possible from anyone you do not have regular contact with. Respect those who may be cautious.**
- 3. Use hand sanitiser or soap.** Clean your hands often. Keep surfaces clean.
- 4. Please wear face coverings in confined areas** (eg toilets, corridors) **and at a busy or crowded event.**
- 5. "Catch it, Bin it, Kill it".** Avoid touching your face, nose, or eyes. Put tissues into one of the bins or rubbish bags provided, then wash your hands.
- 6. Open windows for ventilation. Close doors and windows on leaving.**
- 7. If you develop COVID-19 symptoms within 48 hours of** visiting these premises please take a COVID-19 test and inform NHS if positive.