

## **BROUGHTON PLAYING FIELDS & VILLAGE HALL ASSOCIATION**

### **Special Conditions of Hire during COVID-19**

#### **SC1:**

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 village hall entrances, in particular using the hand sanitiser supplied when entering the building and after using tissues.

#### **SC2:**

You undertake to comply with the actions identified in the hall's Covid-19 risk assessment, of which you have been provided with a copy.

#### **SC3:**

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, taps and wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using the products supplied (which will be in a clearly accessible location). You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths or wipes - 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 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.

#### **SC5:**

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 securely closed on leaving.

#### **SC6:**

In order that social distancing can be maintained, you will ensure that no more than 30 people attend your activity/event in the main hall **or** 6 to 10 in the Meachem Room (depending on the nature of the activity) **or** 5 to 9 in the home changing room/small meeting room (depending on the nature of the activity) **or** 6 in the away changing room. 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. 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. For some people, passing another person in a confined space is less risky, but for older or vulnerable people that should be avoided.

**SC8:**

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 1 to 2 metres across the table between people 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 and bins provided before you leave the hall.

**SC10:**

If drinks or food are made, you will be responsible for ensuring that any village hall crockery and cutlery used is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing-up cloths in the bar area, kitchen and Meachem Room. Used washing-up cloths should be disposed of in the bins provided.

**SC11:**

We will have the right to close the hall if there are safety concerns relating to COVID-19 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.

**SC12:**

You must have contact details for everyone in your group/attending your event: if you don't already have attendees' details on record, take them as people arrive.

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to a designated safe area, the location of which will be notified to you prior to the start of your hire. You should provide them with tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to 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 Village Hall bookings officer on 07979 973027.

**SC13:**

You will ask those attending who bring their own equipment not to share it with other members and you will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

**Hirer agreement**

I agree to comply with the special conditions above until such time as a representative of Broughton Village Hall Committee informs me in writing that they are no longer required.

**Name:****Signature:****Organisation (if applicable):****Date:**