

BROAD CHALKE VILLAGE HALL
Additional Conditions of Hire during COVID-19
Updated 30.09.2020

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 using the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2

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

SC3:

You will be responsible for cleaning all touch points including door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **after you have used the hall for your group/ activity.**
Please bring your own anti-bacterial spray or similar.

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 within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 swab test. Please also inform the Hall booking Clerk Ruth Allen or a Committee Member as soon as possible.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as reasonably possible. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

The Rule of 6 means that Hirers must ensure that each **Group consists of no more than 6 people.** The **Hall can accommodate up to three Groups of Six people** providing each Group are 2 metres apart. One Group may not mingle with another Group. The Gurston Room is not available for hire on its own due to its small size. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) 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.

Weddings and civil partnership ceremonies are permitted where attended by up to 15 persons (excluding those working eg caterers).

Recommended one way system is entry via double doors on War Memorial side and exit through green door at road side of the hall – (please mind the step).

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, including for example keeping a 2m 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.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or Groups or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person, rather than face-to-face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people who are face-to-face e.g. using a wide U-shape.

SC9:

You are required by law to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required and to encourage all users of the Hall to use the NHS QR code displayed at the Hall.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, taking all rubbish away with you when you leave the hall.

SC11:

You will encourage users to bring their own drinks and food or You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery 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.

SC12:

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.

SC13:

Other special points as appropriate.

E.g. Where a sports, exercise or performing arts activity takes place:

You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity

E.g. Where a group uses their own equipment:

You will ask those attending to bring their own equipment and not share it with other members or 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.

SC14: You will ensure that all those attending your activity to **wear a face covering**-a legal requirement-unless an exemption applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

SC 15:

Closing: **Provision of food and drink MUST cease by 10pm.** Any bar, dinner or similar activity MUST close by 10pm.

Please inform the Booking Clerk that you have read these COVID guidelines and will comply with them

Please also let the booking Clerk know how you will manage your risk to COVID and keep within these guidelines