

Little Missenden Village Hall - Special Conditions of Hire during Covid - 19. Updated May 2021. These conditions may be supplanted at any time due to Government restrictions or easing. Please contact [Littlemissendenvillagehall@gmail.com](mailto:Littlemissendenvillagehall@gmail.com) if in doubt.

**Note - These conditions are supplemental to, and 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 both the Hall's COVID-19 Secure Guidelines and any relevant to your event or activity while entering and occupying the hall. Please see posters displayed at the Hall entrance and pay particular attention to using the hand sanitisers supplied when entering and throughout the Hall, and after using tissues.

2. You undertake to comply with the actions identified in the Hall's Risk Assessment, which will be provided to you on request.

3. You, the Hirer, will be responsible for cleaning 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 **BEFORE** other members of your group or organisation arrive. You must 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 either the products supplied (stored in the side room ) or your own domestic products, and leave the premises clean and tidy at the end of the period of your hire in accordance with clause 3 of the General Terms and Conditions.

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

You will be allowed 30 minutes both BEFORE the period of your hire for cleaning purposes and this additional time will be without charge.

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 10 days of visiting the premises they **MUST** use the NHS Test and Trace system to alert others with whom they have been in contact. They **MUST** get a COVID-19 antigen test. In the event that such test proves positive you are asked to notify the Village Hall Management Committee forthwith. You are responsible for collecting contact details from your participants for use in NHS Test and Trace if necessary.

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

6. You will ensure that no more than 30 people attend your activity/event, in order that social distancing can be maintained (or as required by current Government restrictions). You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one way system within the premises (entry through main entrance lobby and exit through fire escape door in bar area), and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas ( e.g. moving and

stowing equipment and 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.

7. You will take particular care 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 round 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 social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side with at least one empty chair or chair space between each person or household group, 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 from different household groups who are face to face e.g. using a wide U-shape.

9. You are asked to keep a record of the name and contact telephone number or email address 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 ( people are not obliged to provide details ).

10. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided in the Hall and outside in the car park before you leave the Hall.

11. You will encourage users to bring their own drinks and food

12. 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 these 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.

13. In the event of someone becoming unwell with suspected COVID-19 symptoms while at the Hall you should remove them to the designated safe area which is on the stage area where tissues, a plastic bag, and a bowl for hand washing together with a chair are provided - you are responsible to provide warm soapy water to fill the bowl. Ask others in your group to provide contact details if you do not already 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 bookings manager immediately on 07540 222402 and also in writing at [info@littlemissendenvillagehall.org](mailto:info@littlemissendenvillagehall.org).

14. In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

15. 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.

**16.** Where a group use their own equipment you will ask those attending to bring their own equipment and not share it with other members otherwise 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 installed in the Hall's storage areas.

**17.** You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

**18.** The bookings manager can be contacted on 07540 222402 if any other problems arise e.g. shortage of cleaning materials.

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