

# MINSTERWORTH VILLAGE HALL

Registered Charity No: 255668

## Special Terms and Conditions of Hire during COVID-19

### Regular and Casual Users

**Note: These conditions are supplemental to, not a replacement for our Standard Terms and Conditions Hire**

**Date of Issue: 23rd September 2020**

PLEASE NOTE THAT UNDER CURRENT REGULATIONS THERE ARE RESTRICTIONS ON THE NUMBERS ALLOWED FOR BOOKINGS IN THE HALL, PLEASE REFER TO CURRENT GOVERNMENT GUIDANCE ([www.gov.uk](http://www.gov.uk)) IN ADDITION, VARIOUS ACTIVITIES AND EVENTS CANNOT BE HELD INDOORS. PLEASE DISCUSS YOUR SPECIFIC NEEDS WITH THE BOOKINGS CLERK AND REFER TO THE ADDENDUMS AT THE BOTTOM OF THIS DOCUMENT. TO PROCEED WITH YOUR BOOKING YOU WILL NEED TO SIGN AND ACCEPT THESE SPECIAL TERMS AND CONDITIONS IN ADDITION TO THOSE PERTAINING TO THE REGULAR HIRE OF THE HALL

**SC1:** You the hirer, are responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the Hall. Please read all posters displayed in the Hall and ensure all attendees observe the advice publicised. Please use the hand sanitizer on entry to, and departing from the Hall, and at key places around the premises. Please bin all tissues, hand towels and paper towels and dispose of in the green bin outside the kitchen at the end of the event.

**SC2:** You undertake to comply with the actions identified in the Hall's Risk Assessment, of which you have been provided with a copy. You must keep a register of all attendees at each event, recording full name and contact information. Each register should be maintained for at least 21 days from the date of the event

**SC3:** While the Hall is professionally cleaned during the week, this is NOT done on a daily basis. You are advised to clean surfaces **BEFORE, DURING AND AFTER** your event. Cleaning Caddies along with instructions are kept in the kitchen and toilets. Please use the materials in the Cleaning Caddies for the following:

- Cleaning all light switches, door handles, window catches, toilets seats and handles, and basins. **Do not spray directly onto electrical switches, use cloths**
- Cleaning all tables and chairs prior to storage back in the Storage Room
- Cleaning all kitchen surfaces including the fridge, oven, microwave, kettles and sink if used

**SC4:** You will make sure that everyone likely to attend your event understands that they **MUST NOT** attend the event if, in the last 7 days, they, or anyone in their household has displayed symptoms of COVID-19. And if they develop COVID-19 symptoms in the 7 days following the event they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact with. The register mentioned in SC 2 will be relevant in this case.

**SC5:** You will keep the premises well ventilated throughout the hire period, keeping doors and windows open as far as convenient. Please secure all doors and windows on departure, ensuring all handles are sanitised

**SC6:** You will ensure no more than the given numbers occupy the following identified spaces. HOWEVER, the total number on the premises MUST not exceed current government guidelines

Main Hall – 15/30 \*      Kitchen – 3      Stage Stairway (to access lights & heating) - 1

RBL Room – 8      Toilets - 1 in each facility at any one time

*\*dependent on booking; please refer to current government guidelines [www.gov.uk](http://www.gov.uk) and addendums at the bottom of this document*

You are advised to practice Social Distancing at all times. Face Coverings may be considered but must not replace the observing 2m rule. You will ensure everyone maintains social distancing while waiting to enter and depart the premises, and while moving around the Hall. There are a number of '**PINCH POINTS**' where great care should be taken. These include:

1. The Main Entry Doors and Emergency Doors (BLR) – please keep the doors open and oversee guests as they arrive and exit to prevent people 'bunching'. Please oversee guests as they depart. Use the hand sanitizer in the entrance lobby/RBL doorway.
2. The Kitchen – only **3** people to be working/accessing the kitchen at any one time. Please take care when entering/exiting the kitchen/BLR. Use the hand sanitizer outside the kitchen door.
3. The Toilets – there are three behind the main door leading off the Hall. The main door is to be fixed back at all times using the hook. There are VACANT/ENGAGED slider signs on the Ladies', Gentlemen's and Disabled facilities. Operate a '**ONE IN, ONE OUT**' system. Do not queue in the toilet area but wait on the sticker on the floor of the Hall. Use the hand sanitizer outside the main toilet door
4. The BLR Bar – only **one** person behind the bar
5. The Stage Stairway – this is a very narrow thoroughfare, please do not cross with anyone on the stairs. Only **one** person to operate the lighting/heating switchboards. Use the hand sanitizer by the staircase door.
6. The Storage Room – social distancing to be maintained when removing/storing tables and chairs. Use the hand sanitizer outside the toilet lobby.

**SC7:** You will take particular care to ensure that social distancing is maintained for persons aged 70 or over, or are 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 and other confined areas ('pinch points') without others being present.

**SC8:** You will position furniture to facilitate people seating side by side with at least one chair's distance between (preferably two), rather than face to face. If using tables you should place them at least 2m apart.

**SC9:** You will be responsible for the disposal of all waste during the hire, including tissues and cleaning cloths, in the black bins provided then into the GREEN refuse bin outside the kitchen door

**SC10:** You will encourage users to bring their own drinks and food to eliminate preparation and cooking on the premises. Cutlery, crockery and glassware is available for use but must be washed in hot soapy water, dried and stowed away. Alternatively you may use the dishwasher. Washing-up liquid and cloths will be provided but to avoid cross-contamination please supply your own tea towels and remove them at the end of the event.

**SC11:** Minsterworth Village Hall Committee have the right to close the hall if there are any safety concerns relating to COVID-19, for example, if someone who has attended an event develops symptoms and deep cleaning 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 again to close. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

**SC12:** In the event of someone becoming unwell with suspected COVID-19 while at the Hall, you should remove them to the **designated safe area which is the kitchen, where they should remain until transferred to home or hospital.** Provide tissues and a bin, or bag and a bowl of warm soapy water for handwashing. Ensure you have contact details (see SC2) of all attendees, then leave the premises, observing social distancing and sanitizing all surfaces as you lock up. Advise attendees to launder clothes once home. **Inform the Booking Clerk on 01452 750492.** Report the incident to TRACK & TRACE.

**SC13:** For events with a seated audience, you will need to designate persons to guide attendees to seats, inviting them to sit according to distance from the entrance/exit i.e. those in the front row enter first. Dispersal at the end of the event will be from the rear rows nearest the door. Using toilets at any interval will need to be row by row invitation.

**SC14:** You will be asked to bring your own equipment, operate it yourself and not share it.

**SC15:** If you store equipment at the Hall, you should clean it both before and after usage before returning it to the storage area.

**THESE SPECIAL CONDITIONS ARE VITAL TO ENSURE MINSTERWORTH VILLAGE HALL REMAINS COVID-19 FREE, BOTH FOR ATTENDEES AT EVENTS AND OUR LOCAL COMMUNITY. YOUR COOPERATION IS VERY MUCH APPRECIATED.**

I have read and accept the above Special Terms and Conditions and will ensure compliance for my User Group at my event:

Please Sign: .....on behalf of (User Group).....

Print Name: .....Date:.....

This signed document will cover all Bookings for your Group until either Government guidance changes or restrictions are lifted. We will keep you informed of any changes

### **ADDENDUMS FOR SPECIFIC ACTIVITIES AND HIRE**

**Please refer to current government guidelines on [www.gov.uk](http://www.gov.uk)**

#### **WEDDING RECEPTIONS**

Sit down receptions for no more than 15 people are permitted. Recorded music is recommended. A musician may play a non-wind instrument. Outside caterers, or bringing in food already prepared are recommended. Catering companies will have their own risk assessment, you should request a copy.

#### **FUNERALS**

No more than 30 people allowed

#### **SOCIAL CLUBS, ADULT & CHILDREN'S PARTIES**

At this moment, and for the foreseeable future, social club activities and parties are not permitted within the hall due to ongoing Covid restrictions.

Revised SMC/AH 23.09.20