

## **KILMERSDON VILLAGE HALL**

### **SUMMARY OF ADDITIONAL HIRING CONDITIONS APPLIED DURING THE PANDEMIC**

- 1. IMPORTANT: Please ensure that no one enters the Hall if they, or anyone in their household, has Covid-19 symptoms or is self-isolating.**
2. Face coverings/masks must be worn whilst entering and in the Village Hall. This does not apply to those involved with indoor sport or dance, when you are eating and drinking or if you have a health or disability reason not to wear one.
3. Please use the sanitizer available in the Hall lobby. Clean your hands often. Soap and paper towels are available;
4. The Hall should be well ventilated throughout your hire with windows and doors open as far as convenient. You will be responsible for ensuring that they are all securely closed on leaving;
5. Before the arrival of your group you will need to clean door handles, light switches, window catches, toilet handles and seats, wash basins, kitchen sinks (if used) and all surfaces likely to be used during the period of your hire. This should be repeated before leaving. Suitable products will be made available;
6. You will ensure that no more than 30 people attend your activity/event in order that social distancing of 2m can be maintained. No more than two people, preferably one, should use the suite of toilets at one time.
7. For those members of your group who are aged 70 or over or likely to be more clinically vulnerable to Covid-19 you should take particular care to ensure that a distance of 2m is maintained around them when going in and out of rooms and allowing them access to toilets and the kitchen without others being present.
8. Furniture/chairs should be arranged to facilitate social distancing of 2m between individual people or groups of up to two households. Tables should be placed so that there is a distance of 2m across the table between people who are face to face.
9. You must keep a record of the name, contact telephone number or email of all those that attend for a period of three weeks after the event and provide the record to NHS Test and Trace if required.
10. Please bring your own food and drink if you can. If this is not possible you will need to wash items used in the kitchen in hot soapy water, dry and put them away. You will need to bring your own tea towels and take them away with you. Washing up liquid will be provided.
11. You might wish to consider using a one-way system when entering and

exiting the Hall. Entry should be via the front entrance and exit through the fire exit in the main hall. You must ensure that doors are properly secured when you leave the Hall.

12. You must take with you all rubbish created during your hire including tissues and cleaning clothes. Rubbish bags will be provided.

13. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Hall they should go to the "Green Room" until transport home or to a hospital is available. Instructions will be available in the room together with appropriate PPE. Other members attending should leave the Hall after washing their hands/using sanitizer. It is recommended that those attending should launder their clothes when they arrive home. **PLEASE TELEPHONE THE HALL MANAGER TO LET THEM KNOW THAT A MEMBER AT YOUR MEETING/EVENT HAS BEEN UNWELL.** A decontamination clean will then be carried out.

14. We have the right to close the Hall if there are safety concerns relating to Covid-19 or if public buildings are required to close again. If this is necessary we will inform you promptly and you will not be charged for the hire.