



# Tempsford Stuart Memorial Village Hall

## Special Conditions of Hire during COVID-19

**NB: These conditions are supplemental to, 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 the COVID-19 Secure Guidelines while entering and occupying 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. If you feel that the hall is not in a condition that would enable you to comply with the following conditions, then you should not make a booking.
- 2.** You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided a copy.
- 3.** The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products. Please take care cleaning switches and electrical equipment. Use dry cloths - **do not use water or disinfectant spray!**
- 4.** You **MUST** keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the Hall's NHS QR poster.
- 5.** 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 48hr, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact. They **MUST** seek a Covid-19 antigen test. You **MUST** also contact our Bookings Secretary.
- 6.** You will ensure that all your attendees will wear face coverings for their entire stay at the Hall unless they have an exemption. The only other exceptions are for those attending exercise classes or when eating and drinking.

- 7.** 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.
- 8.** You will ensure that no more than 25 (Main Hall) or 6 (Committee Room) people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending do so in groups of no more than 6 (unless they are a "qualifying" group) and that such groups do not mingle. You will ensure that social distancing of 2m between individuals is maintained by everyone attending as far as possible, including while waiting to enter the premises and, as far as possible, when using more confined areas, e.g. the entrance corridors next to the stage, where contact should be kept as brief as possible. You will make sure that no more than one person uses the toilets at one time.
- 9.** 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 most people, passing another person in a confined space is less risky, but for older and vulnerable people that should be avoided.
- 10.** 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 six or less people or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, face coverings 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 eg. using a wide U-shape.
- 11.** If you use any of the Hall's chairs, please do not clean them, just leave them out in the Hall so that we can separate them and not use them for at least 72hr. (Cleaning materials may damage the fabric of the chairs)
- 12.** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the kitchen before you leave the hall.
- 13.** You will encourage users to bring their own drinks and food and, if possible, cups and plates or disposable items. 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.
- 14.** 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.

- 15.** 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 the Committee Room if the Main Hall is being used and vice versa. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not 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. Any items or cleaning materials discarded while treating the patient must be securely double bagged and removed for disposal (do not put in the kitchen bin). Bags must be stored for 72hr prior to disposal. Inform the Bookings Secretary (Tel: 07426 949423) or Chairman (01767 641162).
- 16.** If someone in your group develops symptoms, they must not be allowed to re-join your group until tested negative.
- 17.** If you bring your own equipment, eg. for an exercise class, please make sure that it is properly cleaned between users. We would recommend people to wash their clothes after attending for an event.
- 18.** If you are an instructor who teaches multiple classes elsewhere, you must state in your risk assessment how you will mitigate the risks of transmission between venues.