

## Southbourne Village hall

### Conditions of Hire during COVID-19

1. You, the hirer, will be responsible for ensuring those attending your activity or event comply with 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 the hand sanitiser supplied when entering the hall.
2. You undertake to comply with the actions identified in the halls risk assessment, of which you have been provided with 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 etc), using either the products supplied or your own ordinary domestic products. Please take care cleaning electrical equipment. Use cloths- do not spray.
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 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.
5. 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.
6. You will ensure that no more than 30 people attend your activity/event, in order that social distancing can be maintained in the premises, observe the one-way system within the premises, and as far as possible when using the more confined areas e.g. moving and stowing the equipment, which should be kept as brief as possible. You will make sure that no more than 2 people use the toilets at one time.
7. 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 entrance before you leave.

8. You will take particular care to ensure that social-distancing is maintained for any persons aged 70 or over or likely to be more vulnerable to COVID-19, including for example keeping a 2 metre distance when around them and when going in and out of rooms, ensuring they can access the toilets, kitchen and 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.
9. You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them to maintain a distance of at least two metres across the table between people who are face to face e.g. using a wide U- shape
10. 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 as to reduce the risk of contamination between hirer's and take them away, we will provide washing up liquid and washing up cloths.
11. 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 developed symptoms and thorough cleaning is required, or if it is reported that the 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
12. In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should remove them to the outside area. Provide tissues and a bin or plastic bag, ask others in your group to provide contact details if you do not have them and leave the premises, observing the usual hand sanitising and social distancing precautions and advise them to launder their clothes when they arrive home.

Please inform the hall cleaner Ruth Harding 078155 22698