**Earl Stonham Village Hall**

**Special Conditions of Hire - COVID-19**

**Note: These conditions are supplemental to, not a replacement for, the hall’s ordinary conditions of hire**

**This document has been updated to reflect latest government guidelines issued July 2021**

**Following the government decision to open up covid restrictions, venues have been advised to set appropriate covid precautions based on risk factors. Earl Stonham Village Hall have decided that it will recommend that many of the earlier precautions remain in place for the safety of all users – for example social distancing and mask wearing should still be used whilst some other precautions remain mandatory for hall users including for example anti-viral treatment of surfaces when leaving.**

**SC1:**

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines whilst entering and occupying the hall, as shown on the poster by the hall main entrance.

**SC2:**

**On vacating the hall, you are required to use anti-viral treatment on door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to have been used during your period of hire, using either the products supplied (which are on a shelf immediately inside the front door) or your own ordinary domestic products. You are also recommended to do this on arrival as well.**

Please take care with anti-viral treatment of electrical equipment. Use cloths - do not spray!

**SC3:**

You should ensure 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.

**SC4:**

It is recommended you 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.

**SC5**:

Our recommendation for the number of users in each hall at any time is around 50% of the declared figures – for the main hall this is 50 seated at tables and 75 if closely seated and for the clubroom 18 if seated at tables and 25 if closely seated however it is for the hirer to undertake their own risk assessment.

**We also strongly recommend the use of masks when moving around and to maintain an appropriate distance from other users. This is particularly important when both halls are in use.**

**SC6:**

You are required to keep a record of the name and contact telephone number or email 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.

**SC7**:

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 and then place them in the wheelie rubbish bin outside the entrance.

**SC8**:

You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed, dried and stowed away. Ideally use the hall dishwasher as this washes at a sufficiently high temperature. Alternatively use **hot** soapy water. You will need to bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away when you leave. We will provide washing up liquid.

**SC9:**

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.

**SC10**:

In the event of someone becoming unwell with suspected COVID-19 symptoms whilst at the hall you should isolate them from other users. 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. **Inform the hall booking clerk on 01449 711461.**