

**SLALEY COMMEMORATION HALL**  
**Additional Conditions of Hire - COVID-19**  
**Version 0.4 - 26th August 2020**

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| General           | <ol style="list-style-type: none"> <li>1. The maximum number of people allowed in Sleafy Commemoration Hall (SCH) is limited to 26.</li> <li>2. Car parking is restricted. Please encourage attendees to walk or cycle to your event.</li> <li>3. At present, the kitchen is NOT available for general use and only one person at a time should enter the kitchen They MUST sanitise the kitchen as they leave. This is under regular review and you will be advised when this changes.</li> <li>4. Toilets. Toilet cubicles are equipped with cleaning wipes for users to clean down surfaces they touch after use. WIPES MUST be placed in the bins provided and NOT flushed down the loo.</li> <li>5. There are three toilets available and a spacious lobby area by the loos where, if needed people should wait to use the facilities. Posters will remind people to adhere to social distancing while waiting.</li> <li>6. Safe area: SCH Committee are required to provide a designated safe area for use should someone become ill during your event. Two toilets have been taken out of action for general use and designated for this purpose. These are the two toilets closest to the fire exit. If someone becomes ill they should be removed to one of the toilet cubicles. There will be hand towels, bin, hot water &amp; soap and a seat in the cubicle.</li> </ol>  |
| Before you Arrive | <ol style="list-style-type: none"> <li>7. Arrange with the SCH Committee for a walk-through to be clear about signage and lay-out etc.</li> <li>8. Please share your risk assessment with SCH Committee. A pro-forma is available on the Village Hall web page.</li> <li>9. Events must be carefully planned and managed. Only those attendees who have booked and have been advised of the restrictions should be allowed entry.</li> <li>10. Attendees of your event must be made aware that: <ol style="list-style-type: none"> <li>a. They MUST NOT ATTEND if they, or anyone in their household, has had COVID-19 symptoms in the last 7 days.</li> <li>b. 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.</li> </ol> </li> <li>11. Make sure you have your own key. Do not allow anyone else to use the key. The key-safe is NOT in use.</li> <li>12. Please advise if you want to use the AV equipment. At present use is restricted to the film club.</li> <li>13. You must have a list of attendees with contact details for Track &amp; Trace (T&amp;T).</li> <li>14. Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason you must take steps to avoid people needing to unduly raise their voices to each other.</li> </ol> |
| On the day        | <ol style="list-style-type: none"> <li>15. Organisers should arrive in plenty of time for the event to start to allow for preparation, familiarisation and staggered arrival of attendees. (This should be agreed at the time of booking).</li> <li>16. Attendees wait outside the building on the ramp outside the Hall. There are posters to remind people about social distancing displayed on the notice board and in the kitchen window.</li> </ol>  |

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|                | <p>17. "Meet and Greet". On entry, your attendees should be advised of the signage, sanitiser and other relevant restrictions. (It may be appropriate for you to ask someone specifically to do this or do it yourself).</p> <p>18. Any attendees who have not been expected should be accommodated in the manner agreed by your risk assessment.</p> <p>19. As far as possible, you must position furniture or the arrangement of the room to facilitate social distancing. At the time of writing, this is 2m between individual people or groups of up to two households 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. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.</p> <p>20. Where a group uses their own equipment: do not share it with other members. Avoid using equipment, which is difficult to clean. Ensure that any equipment you provide is cleaned before use and before being stored in the Hall's cupboards.</p> <p>21. Use as much ventilation as possible. Windows and doors should be open without compromising the entry, exit and safety requirements. There is a ceiling extractor fan in the Hall - the on/off switch is in the kitchen.</p> |
| When you leave | <p>22. Use the exit route designated and agreed.</p> <p>23. Follow the agreed cleaning guidelines below.</p> <p>24. Dispose of all rubbish created during your hire – either in the bins outside or at home.</p> <p>25. Ensure windows, fire-exits etc. are closed and secure.</p> <p>26. Lighting should be switched off and the heating turned down.</p> <p>27. Communicate the T&amp;T information with SCH Bookings Clerk who will hold this information for no more than 21 days.</p>   |
| Cleaning       | <p>The Hall is regularly cleaned by our Caretaker. However, you are responsible for cleaning door handles, light switches, window catches, equipment and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to leave the Hall clean on leaving and ensure surfaces are wiped with a suitable cleaning material.</p>   |

The SCH Committee 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 Government Guidelines and SCH Additional Conditions of Hire 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.

As the hirer of the Hall, you are responsible for ensuring those attending SCH comply with the government COVID-19 Secure Guidelines and these Additional Conditions of Hire.

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| Name         |  |
| Organisation |  |
| Signature    |  |
| Date         |  |