

# Corfe Castle Village Hall

## Special Conditions of Hire during Covid-19

**Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire. They may need to be updated in the light of any new government advice.**

### SC1:

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.

### SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy, as well as your own Covid-19 Risk Assessment and Event Management Plan that you must provide to the booking clerk beforehand.

### SC3:

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins 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 sinks (if used), using your own ordinary domestic products. You will be required to clean again on leaving.

The hall is only equipped with passive infra-red detectors so that lights come on automatically in the toilets and corridors. Try to avoid touching other light switches as much as possible and clean them before, during and after the hire period.

Please take care cleaning electrical equipment. Use cloths - do not spray!

Please do not attempt to use the kitchen or any upholstered chairs until further notice.

Please do not dispose of any wipes down the toilets.

### SC4:

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 or support bubble 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** get themselves tested and isolate their household and any support bubble until the result is known. NHS Test and Trace will contact them if the test is positive. You must record all names and phone numbers of people entering the hall, together with their time of arrival and, if possible, their departure. Just the details of the lead person from any group / household will do. Keep these confidential records for 21 days, then destroy them. It is recommended that they also alert others they have been in contact with, the hall Cleaner on (07745 242511), the hall Booking Clerk on (07710 026059) as well as yourself.

### SC5:

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.

### SC6:

You will ensure that no more than 40 people in main hall / 18 in Bill Carter Room / 6 in Community Hub Room attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes any one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than two people use each suite of toilets at one time.

**SC7:**

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 some people, passing another person in a confined space is less risky, but for older people that should be avoided.

**SC8:**

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's space between each person, 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.

**SC9:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided lining the bins before you leave the hall, leaving clean bins. You should bring spare black waste sacks with you to clear up, then place them in the Blue refuse bin outside BUT if that is full you must take them away for disposal.

**SC10:**

You will encourage users to bring their own food, drinks, cups, plates and utensils and remove all debris and items from the hall when you leave.

**SC11:**

We reserve the right to visit the hall to observe any event and 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.

**SC12:**

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 Isolation Room by the kitchen, until transport home or to hospital is available. They must then get themselves tested as soon as possible. There will be a bag containing tissues, wipes and a plastic bag. Ask others in your group to provide contact details if you do not have them and then ask them leave the premises, observing the usual hand sanitising and social distancing precautions, and to launder their clothes when they arrive home. Inform the Hall Cleaner on [07745 242511] and Booking Clerk on [07710 026059].

**SC13:**

Where a group uses their own equipment:

You will ask those attending to bring their own equipment and not share it with other members.

You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

**SC14:**

You will be responsible to check that any Covid-19 markings, signage and sanitary supplies have not been tampered with or 'lost' during the hire, other than through natural usage. You must inform the hall management if any have gone missing or have been damaged.

**SC15:**

As and when performances and other events with seated audiences are permitted you will be sent additional guidance.