

Additional Terms and Conditions for East Meon Village Hall.

Introduction

The committee aims to re-open the hall so some activities can return while recognising the need to provide additional facilities to help Hirers be Covid Secure.

The committee has undertaken an assessment of the risks from Covid-19 which has resulted in changes to how the hall will operate and this impacts on our normal terms and conditions and the way the hall can be used. The following additional terms and conditions must be agreed by the Hirer for each booking made (once for recurring bookings made at the same time).

Responsibilities

- 1) The East Meon Village Hall Management Committee is responsible for the safe provision of space to Hirers. The committee provides space, equipment, and facilities for Hirers to use. The committee has insurance cover for the use of the hall as a hireable space and meets all health and safety requirements.
- 2) The Hirer is responsible for all activities undertaken during the period of Hire. The Hirer is responsible for leaving the hall in a clean and safe condition for the next Hirer. The Hirer is also responsible for managing all risks arising from their activities and of the users attending the Hirers' events and classes.

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.

Terms and Conditions

Permitted Activities

- 1) Hirers may book the hall for activities that are permitted by Government and local authorities only. It is the Hirers responsibility to ensure that all activities are permitted.
- 2) Hirers undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
- 3) Hirers must complete an assessment of the risks arising from transmission of the virus at their event. Hirers must understand the Village Hall Risk Assessment and the measures put in place to support Hirers use of the Hall. An example Hirers Risk Assessment is on the Village Hall Website, www.eastmeonvillagehall.co.uk.
- 4) Hirers must 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 NHS Test, Track and Trace system to alert others with whom they have been in contact.
- 5) 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, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

Right to Cancel Bookings

- 6) The Village Hall Committee has the right to cancel bookings including but limited to; tightening of Government restrictions, local outbreaks of the virus, failure to provide an adequate risk assessment for the booking or a failure to comply with the mitigations required by the Village Hall Risk Assessment or the Hirers Risk Assessment.
- 7) The village hall committee will either refund monies paid for a cancelled booking or at the Hirers request, retain any monies for use against future bookings.

Restricted Use of facilities

- 8) The village hall committee reserves the right to limit the spaces and facilities available to Hirers to provide an overall safe environment. The committee will review the availability of facilities regularly. The following are not currently available for use by Hirers:
 - a. The Small Hall
 - b. The Stage
 - c. The Kitchen
 - d. Any Storage area, both downstairs and upstairs
 - e. The ladies and gentlemen's toilets. The disabled toilet will be available for Hirers and users only. Hirers are to ensure no public use of the toilets during the booking.
 - f. Any equipment stored under the stage.
- 9) Any bookings in place for the Small Hall will be reviewed by the committee and offers made to the Hirer for times in the Main Hall.

Limitations on Capacity

- 10) To support social distancing, the maximum number of people at any event or class is limited to thirty(30). This provides 4 square meters per person in the Main Hall.
- 11) You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than one person use the toilet at one time.

Cleaning

- 12) The cleaning schedule for the village hall is posted in the main hall and also available on the website.
- 13) Hirers are responsible for ensuring they provide a Covid Secure environment for their users and should plan to undertake any additional cleaning necessary based on their risk assessment ahead of opening the hall for their users.
- 14) Hirers are responsible for disinfecting all surfaces touched by people attending the event or class after the event or class has finished.
- 15) Bookings will be confirmed allowing thirty (30) minutes between bookings to time for Hirers to conduct any pre and post cleaning. There is no charge for this cleaning time.
- 16) The village hall may be able to provide a cleaning service pre and post events for an additional fee.
- 17) The village hall will provide the following materials to support Hirers maintain and clean and virus free environment:
 - a. Hand sanitisers in the entrance lobby which should be used by all users on entry to the village hall.

- b. In the main hall, spray disinfectant, wipes and a bin for disposal of used wipes.
 - c. An isolation room (the Small Hall) to be used in the case of a health incident such as a user becoming ill during an event. PPE and cleaning materials will be provided in the Small Hall.
 - d. Cleaning materials in the disabled toilet which should be used by all users to disinfect any surfaces touched by the user.
- 18) Hirers must disinfect the following at the end of every event and class:
- a. Door handles and plates
 - b. Light switches
 - c. Window catches
- 19) Hirers should supply and use any other cleaning materials required to ensure they provide a Covid Secure event.
- 20) 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 main hall and disposing the bags by placing in the Green refuse bins.
- 21) The Hirer should enter the details of cleaning done at the end of the event in the cleaning log in the main hall.

Equipment

- 22) Hirers and users should bring all equipment needed for the event with them. Use of village hall equipment is highly restricted to minimise the risk of virus transmission.
- 23) User equipment stored in the village hall, e.g. table tennis tables may be used, however it's use is subject to a risk assessment clearly demonstrating how the Hirer will maintain surface cleanliness.
- 24) The use of soft furnished chairs is not allowed due to the difficulty of cleaning the material. Hirers and users can use the plastic chairs provided in the hall which must be wiped clean at the end of the event.

Ventilation and Temperature

- 25) The village hall committee will check that the Hirer's risk assessment covers ventilation and temperature.
- 26) The committee's recommended approach is:
- a. Main Entrance and door to main hall to remain open and used for entry to the event.
 - b. Main Hall side door to remain open during the event to allow an airflow through the hall. The side door can be used as the exit for users to create a one-way system.
 - c. Use of the air conditioning system is not recommended as it has a downward airflow and thus will disperse any airborne virus throughout the hall.
 - d. Windows in the toilets are to remain open at all times. During the hire, lights in the toilets are to remain on to activate the extractor fans.

Security

- 27) The Hirer is responsible for securing the Hall after the event and cleaning. All windows and doors opened should be securely closed and disinfected.
- 28) If the Hirer is not a key holder, the Hirer should inform the booking administrator that the hall has been cleaned and vacated.