

## Special Conditions of Hire during COVID-19 Pandemic

**These conditions are supplemental to, not a replacement for, the Meppershall Village Hall standard Terms and Conditions.**

**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, 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 your risk assessment, and to provide a copy to the Trustees.

**SC3:**

You will be responsible for checking and cleaning all regularly used surfaces during your period of hire (including tables, toilets and seats, wash hand basins, light switches, window catches, door handles) using either the products supplied or your own ordinary domestic products.

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

**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 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.

**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 the number of people attending your event is limited in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the 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.

**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 maintain social distancing.

**SC9:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the Veolia bins before you leave the hall. Rubbish **MUST NOT** be left in the premises at the end of the event.

**SC10:**

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.

**SC11:**

In the event of someone becoming unwell with suspected Covid-19 symptoms they should be asked to leave. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for hand washing. 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, and advise them to seek appropriate medical advice. Please ensure that David Foskett is informed.