

# CILCAIN VILLAGE HALL

## Special Conditions of Hire during COVID-19

Revision 1 – 02-06-21

**Note: The requirements of these conditions override the requirements of the hall's ordinary Hiring Agreement.**

The purpose of these special conditions is to minimise the risk of Covid-19 transmission to protect all users of the Village Hall.

### 1. Reasonable Measures

SC1: 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 detailed on the poster which is displayed at the hall entrance.

Specifically, you must:

- refuse access to anyone who has symptoms of Covid 19.
- maintain a 2-metre social distance, as far as possible, from others at all times, including on entry and exit.
- maintain hand hygiene by using the hand sanitiser on entry to the Village Hall and using soap and water after using the toilets.
- wear a face covering unless an exemption applies to a person (e.g., for health reasons, those aged under 11) or a person has a reasonable excuse not to wear a face covering (e.g., when taking part in an activity to which an exemption applies).

SC2: 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises, they **MUST** seek a COVID-19 test.

### 2. Risk Assessments

SC3: You undertake to comply with the actions identified in the hall's Covid-19 Risk Assessment, of which you will be provided with a copy.

You must conduct your own risk assessment specific to the nature of your group's use and you must provide a copy to the Village Hall's booking officer in advance of your booking. If you have booked for repeat usage, you must provide any subsequent amendments to your risk assessment.

### 3. Cleaning

SC4: You will be responsible for cleaning any door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and any surfaces that your group may have used during your period of hire and at the end of

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hire using the products supplied (which will be in a clearly accessible location).

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

SC5: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the bin bags provided which should be taken away with you when you leave the hall.

#### 4. Size of Groups

SC6: To comply with social distancing requirements, the maximum number of people who can be in the Main Hall, including group organisers is 12. You will ensure that people attending do so in groups of no more than 6 or two households and that such groups do not mingle. You will ensure social distancing of 2-metres between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises. Accessing toilets should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at a time.

If the Welsh Government's restrictions on indoor group size require a lesser number than this at any time, you must comply with that restriction.

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 2-metre distance around them when going in and out of rooms and ensuring they can access the toilets or other confined areas without, as far as reasonably possible, compromising social distancing.

SC8: You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2-metres between individual people or groups of six or less people or 2 households. If tables are being used, you will place them to maintain social distancing across the table between people from different household groups who are face-to-face e.g., using a wide U-shape.

#### 5. Register of Contacts.

SC9: The hirer MUST keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event. The register should also note, if possible, the departure times of each member of the group. This information must be kept in a secure manner as per the provisions of the General Data Protection Regulations and should be securely disposed of or deleted 21 days after the date of your event.

Attendees can use the NHS QR poster at the hall entrance to register their attendance or your own NHS QR poster.

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SC11: To avoid risk of aerosol or droplet transmission 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.

### 6. Kitchen

Use of the kitchen is not allowed until further notice.

Use by Cilcain Community Shop is allowed, for takeaway hot/cold drinks and delivery acceptance, during their opening hours.

SC12: Users are encouraged to bring their own drinks and food. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during exercise) it must be consumed while seated. A face covering is not required when people are eating or drinking but they should be seated.

### 7. Ventilation

SC13: You will keep the premises well ventilated throughout your hire, with windows and external doors (emergency exit doors in the main hall) as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

Floor standing and/or table-top fans are not permitted under any circumstances.

### 8. Special Measures

SC14: 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 are not being complied with, whether by you or by other hirers, or if 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.

SC15: 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 [Rear left-hand corner of the main hall]. 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, and advise them to launder their clothes when they arrive home. Inform the hall cleaner link person on [insert contact no:].

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SC16: Other special points as appropriate.

- Where a sport, exercise or performing arts activity takes place: You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.
- You will ask those attending to bring their own equipment and not share it with other members. You will ensure that any equipment that is stored in the hall is cleaned before and after use.

### 9. Failure to Comply.

If any group member refuses to comply with any aspect of these Special Conditions, they must not be allowed into the Village Hall.

If you as a group organiser fail to comply with any aspect of these Special Conditions, your booking/s will be cancelled, and any fees paid will not be refunded.

### 10. Acceptance of the Special Conditions and their Requirements

I accept these Special Conditions and their Requirements.

Name of Organiser.....

Name of Group .....

Date of acceptance .....

Booking Clerk's Approval.....