

CILCAIN VILLAGE HALL

Special Conditions of Hire during COVID-19

Revision 3 – 07-11-21

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 Welsh Government Coronavirus (COVID-19) Guidance while entering and occupying the hall. The Frequently Asked Questions are displayed at the hall entrance.

Specifically, you must:

- refuse access to anyone who has symptoms of Covid 19.
- maintain physical distancing as defined in the Village Hall Covid-19 Risk Assessment, as far as possible, from others, 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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Special Conditions of Hire during COVID-19

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

Please take care when 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: The maximum number of people who can be in the Main Hall, including group organisers is 35. You should ensure physical distancing between everyone attending as far as possible, including while waiting to enter the premises. Accessing toilets should be kept as brief as possible. You should 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 should take particular care to ensure that physical 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 comfortable 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 physical distancing.

SC8: You should position furniture or the arrangement of the room as far as possible to facilitate physical distancing between individual people or groups. If tables are being used, you should place them to maintain physical distancing across the table.

5. Register of Contacts.

SC9: The hirer should consider keeping 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.

CILCAIN VILLAGE HALL

Special Conditions of Hire during COVID-19

Revision 3 – 07-11-21

SC10: 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 Facilities

Use of the kitchen is allowed as per the Village Hall Covid-19 Risk Assessment.

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

SC11: 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 should preferably be consumed while seated. A face covering is not required when people are eating or drinking, or in a café area. (see SC15).

7. Ventilation

SC12: You will keep the premises well ventilated throughout your hire, with windows and external doors (emergency exit doors in the main hall) OPEN as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

The air conditioning units can be switched to air circulation mode if there is adequate fresh air supply via open doors and/or windows.

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

8. Special Measures

SC13: 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.

SC14: 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 [Rear left-hand corner of the main hall - marked with the A4 "A" poster]. 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

CILCAIN VILLAGE HALL

Special Conditions of Hire during COVID-19

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and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall cleaner link person on 01352 740948.

SC15: 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.
- Where a café facility is held as part of an organised event, the café should be in a separate, clearly defined area.

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.....