

Crawley Down Village Hall

Terms and Conditions of Hire Continued

Addendum

Note: These conditions are supplemental to the conditions of hire and are based on Government Guidance. They will remain in place whilst the Coronavirus risk remains and until Government guidance changes.

- i. 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, exiting the hall and after using tissues.
- ii. You undertake to comply with the actions identified in this document.
- iii. 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 kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving. We will allow 15 additional minutes between lettings, on a free basis, to facilitate this task.
- iv. Please take care cleaning electrical equipment. Use cloths - do not spray!
- v. 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.
- vi. You will keep the premises well ventilated throughout your hire, with doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
- vii. The hirer is advised that the **maximum permitted number of people in the Main Hall is 20** as per the current Government guidance. The nature of the hire may restrict this further and in that case the hirer will be provided with the maximum permitted numbers for their event in writing. The maximum permitted numbers **MUST NOT** be exceeded.
- viii. **Please enter by the rear door and exit by the front door.** You will ensure that the number of people attending your activity/event does not exceed the numbers shown above, in order that social distancing can be maintained. You will ensure that, as far as possible, everyone attending maintains social distancing while waiting to enter the premises. You will make sure that no more than one person uses each suite of toilets at a time, Vacant/Engaged signs must be used which are situated on the doors.
- ix. 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.
- x. 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 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

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least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

- xi. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided before you leave the hall.
- xii. You should encourage users to bring their own drinks and food. However, whether they provide their own or you provide drinks or food for them, you are responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.
- xiii. **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.
- xiv. **You must ensure that you have name and contact details** for everyone attending your activity at all times. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall, you should remove them to the safe area, which is designated as the Committee Room. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Inform the Bookings Manager on 01342 714448
- xv. For performances and other events where attendees are seated, you should ensure that people seat themselves furthest from the entrance on arrival and exit closest to the exits first. Also ensure those attending are aware of the restrictions on the use of the toilets.
- xvi. 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 storage areas.
- xvii. **Please be advised that we reserve the right to close the Hall should an outbreak of the virus occur or the Government guidelines change.**

Please confirm receipt of this notification by email: jill@lucashome.com