**Fiskerton Village Hall Special Conditions of Hire during COVID-19**

**Note: These conditions are supplemental to and not a replacement for the hall’s ordinary conditions of hire.**

The Fiskerton Village Hall Management Committee have made every attempt to re-open the hall in a safe and controlled manner. Throughout we have followed the advice and guidance provided by ACRE (Action with Communities in Rural England), throughout this document references in square brackets *[ ]* refer to the relevant paragraph in either the ACRE guidance notes or our own COVID risk assessment (RA), a copy of both is available either in the hall or from our website.

Hirers should always comply with guidance from their governing body if one exists *[ACRE 2.8].* If advice from a governing body conflicts with the conditions in this hire agreement please contact the booking secretary.

Ultimately the safety of attendees to a function, event or activity lies with the organiser of that event.

**SAFETY**

1. In the event of an emergency it is important to prioritise safety. In the event of fire or accident people do not have to stay 1 or 2m apart if it would be unsafe to do so *[ACRE 2.2k]*.
2. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should carry out the following actions *[ACRE 2.10, RA1]*;
	* Evacuate the Lounge (This will become the isolation area).
	* Close all windows and doors in the lounge.
	* Seat the person in the Lounge, it is acceptable for somebody to stay with them and PPE is provided in the first aid box.
	* Provide tissues and a plastic bin bag and a bowl of warm soapy water for handwashing.
	* Ask others in your group and anyone else in the hall to provide contact details, if you do not already have them and then to leave the premises, observing the usual hand sanitising and social distancing precautions.
	* Advise everyone to launder their clothes when they arrive home.
	* Allow the symptomatic person to return home once anyone else has left.
	* Any cleaning materials and PPE used should also be placed in the plastic bag, tie the top of the bag and leave it in the Lounge.
	* Wash your own hands thoroughly, secure the hall and leave.
	* Inform the hall management on 07510 281 232 immediately.
	* The hall will then remain closed for 72 hours and be thoroughly cleaned before being re-opened.
3. 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, as shown below, in particular using the hand sanitiser supplied when entering the hall and after using toilets.
* **Minimise contact with individuals who are unwell**: **Nobody** should attend the premises if they have symptoms, have experienced symptoms in the last 7 days or are self-isolating due to symptoms in their household.
* **Clean your hands often**: Sanitiser is provided at entry and exit points, sanitiser and/or running water, soap and paper towels are provided in toilets and kitchens.
* **Respiratory hygiene:** Avoid touching mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned.
* **Regular cleaning of surfaces that are touched frequently**: including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces. Ordinary domestic products can be used.
* **Maintain social distancing where possible:** Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained between individuals and groups of up to 2 households where possible and, where not possible, 1metre plus other mitigation measures.

1. You undertake to comply with the actions identified in the hall’s risk assessment, a copy of which can be found in the hall or on the website.

**SOCIAL DISTANCING**

1. 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).
2. Wherever possible all attendees should remain inside their family bubble *[ACRE 2.2c].*
3. It was recently announced that face coverings are required in Community Centres and Village Halls, however people taking part in activities in a village hall which would be exempt from wearing face coverings if carried out in other venues are not required to wear face coverings whilst carrying out that activity in a village hall. The list of activities where face masks are not required includes indoor fitness studios, gyms, dance studios or other premises for indoor sport, leisure or adventure activities. It is the responsibility of the organiser of an event to determine if the participants require face coverings, if you are unsure if they are required you should consult your governing body before booking the hall.
4. You are requested to assist NHS Test and Trace by keeping a temporary record of the name and contact telephone number or email of all those who attend your event for 21 days and to provide that data to NHS Test and Trace if required. (It is not compulsory for people to provide information but could help contain outbreaks) *[ACRE 2.2e]*.
5. 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 *[RA2]*.
6. You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, and with good ventilation. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

**USAGE**

1. You will ensure that no more than the stated maximum figures below attend your activity/event and that the maximum capacity for each room is not exceeded *[ACRE2.2a, RA7]*
	* Maximum attendees at any event is 30
	* Maximum permitted in the Main Hall is 23 (this can be increased to 30 under special circumstances, please enquire if required)
	* Maximum permitted in the Lounge is 9
	* Maximum permitted in the Kitchen is 2
2. You are encouraged to bring your own drinks and food with you however if the kitchen is used to prepare food or drink then the following are to be carried out *[ACRE2.9, RA9]*;
	* No more than 2 people in the kitchen at any one time.
	* Employ table service if possible, if not only allow one person or family group to the serving hatch at a time.
	* Ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away.
	* Bring your own clean tea towels, and take them away after use. Provide your own washing up liquid and washing up cloths.
3. If the bar is open the following are to be carried out *[ACRE2.9, RA10]*
	* Only 1 staff member allowed behind the bar (Please be patient).
	* Table service is to be employed as far as possible.
	* Only 1 person is allowed to stand at the bar at a time.
4. You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. If required the external fire exits may be opened to increase ventilation *[ACRE 2.2h, RA6].* You will be responsible for ensuring they are all securely closed on leaving.
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.

**CLEANING / WASTE**

1. You are responsible for cleaning the items listed below **before** your event begins, through regular cleaning **during** your hire, and again **after** your event before leaving using your own ordinary domestic products which display that they are affective against bacteria and viruses.Pay particular attention to hand wash basins and kitchen sinks (if used). After each cleaning activity please complete the register in the COVID Information folder on the kitchen worktop.
	* door handles,
	* light switches,
	* window catches,
	* tables,
	* chairs, hard surfaces only ie. vinyl covered seats and metal legs
	* equipment brought into the hall,
	* toilet handles and seats,
	* hand wash basins
	* kitchen sinks (if used)
	* kitchen utensils and crockery (if you intend to use it)
	* all surfaces which likely to be used during your period of hire

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

1. You are not required to clean any cloth surfaces, e.g. carpets, curtains or the upholstery chairs.
2. Where possible care should be taken not to touch or use the curtains or blinds.
3. The fabric covered chairs are difficult to clean and therefore should be used sparingly and only if needed. After use any fabric covered chairs which have been used should be placed in the quarantine area in the main hall and clearly labelled with the date they were used. The chair caddy can be cleaned and returned to the store cupboard. The chairs will remain in quarantine for 72 hours before being returned to the store cupboard *[RA1]*.
4. Every hire will be permitted 15 minutes before and after their booked time slot free of charge for cleaning. Where bookings are currently back to back each event will be requested to move by 15 minutes to create a cleaning window. If this is unachievable a compromise is to be requested via the booking secretary.
5. You will be responsible for the disposal of all rubbish created during your hire *[RA1]*, including tissues and cleaning cloths. If possible, you should take all rubbish home with you for disposal, if this is not possible then all internal bins and rubbish should be placed in the external bins.

**CLOSURE**

1. 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 cleaning 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.