

**WALMER BRIDGE VILLAGE HALL
SPECIAL TERMS AND CONDITIONS OF HIRE DURING COVID-19 FOR
BOOKING ALL OR ANY PART OF THE FACILITY**

**These Special Terms and Conditions are supplemental to, not a replacement for,
the Facility's ordinary Terms and Conditions of Hire.**

ST&C1:

You, **the Hirer**, will be responsible for ensuring those attending your activity or event, including whilst entering occupying and leaving, **the Facility** comply with the COVID-19 Secure Guidelines in place at the time of the Hire. In particular, the use of the supplied hand sanitiser when entering **the Facility**.

ST&C2:

You undertake to comply with the appropriate actions for hirers and attendees identified in **the Facility's** risk assessment, of which you have been provided with a copy.

ST&C3:

The Facility will be cleaned for the start of each day but you are responsible for the regular cleaning of all the surfaces used during your period of hire (including tables, wash hand basins, door handles and all other touch points) using your own ordinary domestic products suitable for the purpose.

You must take care cleaning electrical equipment and use cloths - **DO NOT SPRAY!**
Ensure portable electrical appliances are unplugged before cleaning.

In a meeting or event that hosts separate groups at different times **the Hirer** agrees that all of a group finishing their allotted time will exit the Hall before the next group are admitted **AND** that before that following group are allowed to enter **the Hall Facility** the cleaning process described above will be followed.

ST&C4:

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 Facility** they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

ST&C5:

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.

ST&C6:

You will ensure that no more than 30 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter **the Facility**, observes the one-way system within **the Facility**, and as far as possible when using more confined areas, e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than **TWO** people use each suite of toilets at one time.

ST&C7:

You will take particular care to ensure that social distancing is maintained for anyone aged 70 or over or likely to be clinically more vulnerable to COVID-19, including, inter alia, 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 others being present. For some people, passing another person in a confined space is less risky, but for older people that needs to be avoided.

ST&C8:

You will position furniture and arrange 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 least 2 metres across the table between people who are face to face, e.g. using a wide U-shape.

ST&C9:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in **the Facility** and you will be responsible for the removal of all rubbish and any other waste matter from **the Facility** (as per paragraph 20 in the Terms and Conditions of Hire).

ST&C10:

You will inform those attending your event that they must bring their own drinks in flasks or water bottles and their own food as the kitchen will not be available.

ST&C11:

The Committee will have the right to close **the Facility** if there are safety concerns relating to COVID-19. If this is necessary, **the Committee** will do their best to inform you promptly and you will not be charged for this hire.

This closure could occur, if, for example, someone who has attended **the Facility** develops symptoms and thorough cleansing of the Hall is required.

The Hall will also be closed if it is reported that the Special Terms and Conditions in this document are not being complied with, whether by you or by other hirers or attendees, or in the event that public buildings are asked or required to close again.

The Committee shall not be liable for any consequential loss incurred by you because of or during closure of **the Facility**.

ST&C12:

In the event of someone becoming unwell with suspected COVID-19 symptoms while in **the Facility** you should remove them to the designated safe area which is the **KITCHEN**.

You must provide tissues, a bin or plastic bag, and soap and bowl to use to facilitate making warm soapy water for hand washing.

You must ask others in your group to provide contact details if you do not have them already and then to leave **the Facility** whilst observing the usual hand sanitising and social distancing precautions. Advise them to launder their clothes when they arrive home.

Before you leave you must inform the caretaker on 07482 173427 who will immediately attend and close **the Facility**.

Do not leave **the Facility** open and unattended.