

Soberton Village Hall - Conditions of Hire

Additional Special Conditions: Covid19 Supplement

In response to the Covid19 pandemic, the Committee has added the following requirements which dovetail with our Risk Assessment, a copy of which will be on our website <http://www.sobertonvillagehall.co.uk/main-hall-hire/> . The requirements tie in with the Government Guidance for the safe use of multi-purpose community facilities.

The Hirer is responsible in ensuring:

- They follow, where applicable, their National Governing Bodies Covid-19 guidelines.
- They follow the latest Government Covid-19 guidance. <https://www.gov.uk/coronavirus>
- Keep a Contact List of attendees for 21 days to fulfil Test,Track & Trace obligations.
- Inform the Village Hall booking Secretary if anyone comes down with symptoms having attended a session at the Hall.
- The Kitchen is not used as the Food & Hygiene requirements under Covid-19 aren't viable in our environment.
- Any shared equipment used is regularly cleaned and any Hall surfaces (handles, light switches etc) are kept cleaned. A log is maintained of cleaning done and emailed to the Village Hall booking secretary.
- Their attendees wash their hands or use sanitiser on entering and leaving the Hall.
- They know what to do if someone comes down with Covid-19 symptoms in their session.
- They keep the Hall well ventilated where feasible and close up after the session.
- Ensure Hall and room maximum capacities with 2m distancing are not breached. (Hall 24, Cree 4 and Blakes 6). If this can't be achieved Risk Assessment (RA) with mitigation needs to be produced. High intensity classes like Zumba require 3mx3m per person under government guidance.
- An event which is open to the public and that wholly or mainly offer goods or services for retail sale or hire requires the public to wear a face mask.
- If running multiple sessions, ensure there is enough time gap for people to leave and clean areas before the arrival of the next group.
- Advise parents/carers/friends dropping attendees off that they cannot stay in the Hall and will need to stay in cars or return later for pick-up.
- In order 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.
- Follow current government guidance on wearing of face masks.
- Ideally look to implement non-cash payments to limit cash handling.
- Only enter the premises during booked times, any other entry must be agreed with the Hall Booking Sec.
- Access to the Sanitiser, as 70% Alcohol, must be monitored for children or vulnerable adults.

The Hirer should advise their members of the following

- If they have any of the Covid-19 symptoms not to attend the session.
- Recommend they bring their own sanitiser and tissues.
- Wash hands or use sanitiser on entry and exit from the Hall.
- Keep 2m distance at all times. During arrival, in the session and when leaving.
- They should arrive in the appropriate clothing for the session as changing facilities are not available.
- Advise to wash clothes after the session to minimise risk.
- Advise whether they are required to wear face masks based on current government guidance.
- Kitchen is not accessible, so please bring own water and food as required.
- Ideally not use the toilet facilities but if necessary follow a one in one out policy.
- If they do come down with symptoms following a session to call the Hirer and follow Track & Trace guidelines.

**Please email that you understand and accept these conditions to the Bookings Secretary.
The decision of the Soberton Village Hall Management Committee will be final.**

**All enquiries to the Bookings Secretary, Katie Flannagan, Telephone: 07850 569548
3 Valley View, High Street, Soberton Hants SO32 3PN**