

WING VILLAGE HALL

SPECIAL CONDITIONS OF HIRE – COVID 19

General

1. These conditions form an annexe to the HIRING AGREEMENT for WING COMMUNITY CENTRE for versions dated from 18th November, 2019 onwards and are applicable from 17th May, 2021. They are supplemental to the Village Hall's Conditions of Hire. Wing Village Hall Management Committee ("WVHMC") will advise hirers when these special conditions no longer apply.
2. This document is intended to cover special arrangements applicable to the hire of Wing Village Hall occasioned by the COVID-19 pandemic and will be in effect until further notice for as long as considered necessary by WVHMC or the Trustee of Wing Community Centre ("the Trustee"). These conditions may be further updated in accordance with changes to Public Health Regulations and Government guidance.
3. WVHMC or the Trustee will reserve the right to close the Village 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 these special conditions 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.
4. If WVHMC or the Trustee should need to act under clause 3. you will not be charged for the hire and any monies paid in advance will be refunded. Neither the Trustee nor WVHMC shall be liable for any other costs or expenses associated with the specific hire or hires which they cancel.
5. The Village Hall may only be accessed during the specifically agreed times for your activity. Please discuss with the Booking Secretary.
6. The Village Hall COVID-19 Risk Assessment is available on the Village Hall website and, as part of these conditions the WVHMC requires that the hirer has read it.
7. Hand sanitiser is provided at stations by entrance and exit routes – please ensure that all visitors use it when arriving and departing the building.
8. Face coverings or face masks **MUST** be worn indoors unless an exemption applies to a person (eg for health reasons or, a person has a reasonable excuse for not wearing one (eg taking part in an activity to which an exemption applies)). A face covering is not required when people are eating or drinking but they must be seated.
9. WVHMC is not able to clean the entire building and all its equipment after every use and so certain spaces or areas of the hall and certain equipment is **NOT** available for use currently, until further notice. Where there are restrictions, these are clearly detailed in these conditions. Please contact an officer of WVHMC (details on the Notice Board) if you have any questions at all.

The Hirer

10. You agree that at all times you will observe all directions given by the Trustee or WVHMC to ensure that the Village Hall remains Covid-19 secure.
11. You will be responsible for ensuring those attending your activity or event comply with the COVID -19 Secure Guidelines and WVHMC guidelines while entering and occupying the Village Hall as shown on the posters which are displayed in the Village Hall. You must also ensure that

your group is familiar with and complies with COVID-19 advice on safety and social distancing from time to time in force, which is available on the Government website.

<https://www.gov.uk/coronavirus>

12. You should make your own risk assessment relative to your specific activity or event; WVHMC must be provided with a copy of this together with a signed copy of these special conditions in advance of your use of the Hall. Please mark for attention of Helen Cullen and post through the Village Hall letterbox or mail to 2A Morcott Road, Wing LE15 8SA.
13. You must ensure that the QR code poster available in the lobby is used by those attending your activity or event or, for those who cannot use it, **YOU MUST** keep a record of the name and contact telephone number or email address for a period of 3 weeks after the event or activity and **MUST** provide the record to NHS Test and Trace, if required.
14. You are responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines and Policies and the instructions/directives and other signage in the Village Hall while entering and occupying the Hall.
15. You will ensure that anyone 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 Village Hall they **MUST** use the NHS Test and Trace system to alert others with whom they have been in contact.
<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
16. In the event of someone becoming unwell with suspected COVID 19 symptoms while at the Village Hall the hirer must remove them to the Office which is the designated safe area. You will make arrangements to remove them as quickly as possible and, in the meantime, provide them with tissues, a bin or plastic bag and a hand sanitiser. The hirer must also ask all members of the group to leave the building and contact an officer of WVHMC in order that arrangements can be made for deep cleaning. Your group should follow current NHS guidelines around self-isolating.
<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>
17. You will ensure that no more than [30] people attend your activity/event in the main hall and [] in the small hall, in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 or two households and that such groups do not mingle. You will ensure social distancing of 2m between individuals and groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, that they observe the one-way system within the premises, and as far as possible observe social distancing of 1m plus mitigation measures when using confined areas.
18. Any proposed event with more than 30 people (when allowed) must be discussed in detail with WVHMC beforehand and specific approval for the numbers attending must be obtained in advance. Your proposal will need to cover additional steps to ensure safety of attendees and active prevention of large/mass gatherings. This may also include taking steps to avoid people needing to unduly raise their voices to each other and refrain from playing music at a high volume so as to avoid the need to raise their voice.
19. You will keep the Village Hall well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are securely closed on leaving.
20. The Hall will be cleaned before you arrive (unless otherwise advised by WVHMC). You will be responsible for sanitising all used surfaces before, during and after your period of hire (including

tables, wash handbasin, door handles, handrails) using either the products supplied or your own ordinary domestic products. Please take care when sanitising electrical equipment.

21. You should **not** leave rubbish in the rubbish bins **inside** the Village Hall. Any rubbish, including used face masks or disposable face coverings must be removed and preferably taken away by your group members, or placed into a plastic bag and then directly into the outside bins available at the rear of the building.
22. Disinfectant/ Antiviral spray and Hand Sanitiser is provided by WVHMC but hirers are advised to have their own supply available in case they should need it.

Food and drink

23. Users are encouraged to bring their own drinks and food. If food or drink is being served (as distinct from being made on a DIY basis) it must be served only at tables or as a takeaway service. Provision of food must cease before 10pm (i.e. be cleared away before then). If food and drink is served at tables you **MUST** ensure there is no mingling between groups at different tables, which must be seated in accordance with clause 17 above. Any bar, dinner or similar activity **MUST** close by 10pm.

Kitchen and Office

24. The kitchen is **out of bounds**. Hirers must not go into the kitchen. Nothing in the kitchen is available for use.
25. A kettle will be made available in the small meeting area and there is a butler's sink with cold running water which hire groups may use to fill the kettle.
26. The Office is **out of bounds** except for emergency use as the designated safe area.

Equipment

27. Where a sports, 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.
28. Where a group uses their own equipment you will ask those attending to bring their own and not share it with other members. You will avoid using equipment which is difficult to clean as far as possible.
29. Any chairs, tables or other equipment belonging to the Village Hall must be wiped down after use with a disinfectant solution or spray before being put away.
30. Equipment belonging to the hirer may only be stored in the Village Hall by prior agreement (please discuss your requirement with the Booking Secretary) and must be wiped down with a disinfectant solution or spray before being put away.

Additional Fees

31. A COVID 19 cleaning fee, to cover sanitisation and increased cleaning costs occasioned by the COVID 19 virus will be applicable **to all hires**, for the time being. The fee will be assessed on a case by case basis and advised to individual hirers at the time of booking.
32. When making a booking all hirers should consider the extra time that they need to perform their own sanitisation routines – point 20 above – both on arrival and on departure. WVHMC estimates that you may need up to half an hour before and half an hour after your event or activity. Until further notice, you will not be charged for this extra time.

Toilets

33. **The disabled toilet is the ONLY toilet in use for hirer activities.** There are sanitisation instructions on the door and in the room, and antiviral spray is provided. The other toilets are **OUT OF BOUNDS.**

Car Park

34. Any persons dropping off or collecting group members should remain in the car park area in their cars and maintain social distancing.

Agreed (signed) Date.....

Activity or Event.....