

Rode & District Memorial Hall

Special Conditions of Hire during COVID-19

These supplement the Hall's regular conditions of hire. They do not replace them.

General

You, the hirer, are responsible for ensuring that those attending your event comply with the COVID-19 Secure Guidelines while entering and occupying the Hall, as shown on the poster which is displayed at the front and rear entrances, in particular using the hand sanitiser supplied when entering, and maintaining social distancing.

You ensure that everyone likely to attend **MUST NOT DO SO** if they (or anyone in their household) has had COVID-19 symptoms in the last 7 days. If they develop symptoms within 7 days of visiting the Hall they **MUST** use the NHS Test and Trace system to alert others at the event.

We have the right to close the Hall if there are safety concerns relating to COVID-19, for example if an attendee develops symptoms and thorough cleansing is required, or if it is reported that the Special Conditions of Hire 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.

NHS Test and Trace

You should keep a record of the name plus either phone number or email address of all those attending your event in accordance with the Government's NHS Test and Trace system (see current details online). Keep these either on paper or digitally for 21 days and provide them to NHS Test and Trace if asked. You must store the information securely in line with data protection laws, and not share it with anyone else. You cannot use the data for anything else like marketing. It must be destroyed/deleted after 21 days. People are not obliged to provide details.

Access

You will manage the number of people using the entrances and lobby at any one time to keep social distancing and avoid congestion.

When **hiring the Main Hall**, access for all attendees must be through the main front entrance. **Access is forbidden to the kitchen, Committee Room and rear parts of the Hall behind the stage.**

You will determine if the event requires a one-way system. This applies where people are coming and going throughout the event and could cause congestion at the entrance. If this is the case, use the Fire Doors as an exit and provide your own signage accordingly. Ensure doors are securely closed on leaving.

When **hiring the Committee Room**, access for all attendees must be through the rear entrance. **Access is forbidden to the kitchen and Main Hall.**

Ask all attendees on arrival to use hand sanitiser provided inside each entrance.

Keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. Ensure they are all securely closed on leaving.

The kitchen is out of bounds for all persons. You may bring your own food and drink or request that your attendees provide their own refreshments.

Cleaning

The Hall is cleaned twice per week and the charts on the Main Hall and Committee Room noticeboards show what was cleaned and when.

You are responsible for cleaning and sanitising the following items **before** your attendees arrive, to keep the premises clean **during** your hire, and to **clean again before leaving**:

- Door handles
- Light switches and heater controls (use cloth, not liquid spray)
- Window catches
- Tables used
- Metal parts of chairs used (do not spray upholstery)
- Equipment used
- Toilet handles and seats
- Wash basins
- All surfaces likely to be used during your visit

Empty bins used and fit new bin liners.

In toilets, replenish paper towels, tissues and toilet paper as necessary before leaving.

Inform Bookings Secretary if hand sanitiser levels are low.

Social Distancing

You will ensure that no more than 40 people attend your event in order that social distancing can be maintained. Avoid your attendees having to queue outside the Hall.

You will ensure wherever possible that everyone attending maintains at least 2 metres social distancing while entering, using and leaving the Hall. In more confined areas where this is not possible, a minimum of 1 metre distance plus mitigation measures (e.g. masks) must be observed, as well as keeping these instances as brief as possible.

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 or other confined areas without others being present.

You will arrange the room as far as possible to facilitate social distancing of 2m+ between individual people or groups of up to 6 people from a household or 1m with mitigation measures such as; seating side by side with two empty chairs between each person or household group rather than face-to-face, and good ventilation.

Restrict number of people accessing storerooms to collect/stow equipment to ensure social distancing.

Handling cash

You should arrange online or cashless payments where possible.

Cash payments or donations must be handled by one individual wearing gloves.

Dealing with unwell person(s)

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the Hall they should be asked to leave the building immediately and go home. If they need to wait for transport, you should remove them to the designated area which is: the empty bar area off the Main Hall. There is a chair, table, hand sanitiser, tissues and a bin for their use.

Ask others in your group to provide contact details if you do not have them, advise them to launder their clothes when they arrive home and then they may leave the premises, observing the usual hand sanitising and social distancing precautions. The unwell person should leave observing the same precautions.

Inform the Bookings Secretary of the incident as soon as possible and a thorough clean will be organised.

Hall Committee

14 September 2020

I will comply with these conditions: Yes No

Signed

Print name

Date