**Westleton Village Hall Charity No 1164038**

**Supplementary Conditions of Hire during COVID-19**

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

*The Trustees have carried out a supplementary COVID-19 risk assessment; attached to these conditions.*

*Before you come*

* **Please make sure that everyone likely to attend your activity or event understands that if they, or anyone in their household, feels ill or have symptoms of COVID-19 they must stay at home and follow the current Government Guidance.**
* Please advise us in advance how many people are likely to attend your activity/event, we may have to restrict numbers in order that social distancing can be maintained.

*Action by organisers before the participants arrive*

* You, the hirer, will be responsible for ensuring those attending your activity or event comply with any actions identified in the hall risk assessment, in particular using the hand sanitiser supplied when entering the hall and after using tissues. You may want to carry out your own risk assessment and a template can be provided on request.
* The hall will be cleaned twice per week by contract cleaners and you will be responsible for additional cleaning in accordance with current government guidelines, this is likely to include items such as tables, wash hand basins, door handles. We will provide recommended sanitising products throughout the hall.
* Please open windows and doors open as far as convenient to increase ventilation. You will be responsible for ensuring they are all securely closed on leaving.
* Tables and chair should be arranged so as to maintain a safe distance in line with the current government guidelines as a minimum. 2 x measuring devices will be available in the hall to assist. If tables are not used, then as far as possible, chairs should be arranged to facilitate people seating side by side, rather than face to face.

*During the Event*

* You will need to wear a face covering whilst at the village hall however, you may remove your face covering if you are eating food or having a drink, but you must put it back on once you leave your seating area. There are some circumstances where face coverings do not need to be worn; the exemptions may be due to age, health or disability. Please be mindful that the reasons for people not wearing face coverings may not always be apparent.
* You should make arrangements for safe use of the toilets, either by escorting people to the toilet or by allowing one person in each suite of toilets at one time.
* Please take particular care to ensure that social distancing of 2m is maintained for any persons aged 70 or over or those likely to be clinically more vulnerable to COVID-19, including, where possible, 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.
* Avoid using shared equipment that is difficult to clean as far as possible.
* In the unlikely event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should ensure they get home as quickly as possible and ask others in your group to provide contact details if you do not have them. People should then leave the premises, observing the usual hand sanitising and social distancing precautions, and they should be advised to launder their clothes when they arrive home. Inform the Centre manager on 01728 648354.

*When it’s Over*

* If drinks or food are made, you will be responsible for ensuring that all crockery and cutlery is placed or washed in the dishwasher. You may want to bring your own cups but if you do, please bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away after use.
* Before you leave the hall please dispose of all rubbish created during your hire, including tissues and cleaning cloths. Rubbish bags and bins will be provided in the hall or foyer.

*And Finally*

* 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 cleansing 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 the hire.

I agree to the above supplementary conditions of hire

Name. ................................................. Date...............................................