

# **GRUNDISBURGH VILLAGE HALL**

## **MANAGEMENT COMMITTEE**

### **Supplementary Hire Conditions**

This document sets out the supplementary conditions for hire of Grundisburgh Village Hall relating to the COVID-19 Pandemic which were agreed by Grundisburgh Village Hall Management Committee (GVHMC) on 21 October 2020. Hirers will be required without exception to signify their agreement to these conditions, prior to taking up their hall booking(s), by signature in the space provided at the end of this document.

## **SUPPLEMENTARY CONDITIONS FOR HIRE OF GRUNDISBURGH VILLAGE HALL**

- 1) The Hirer (You) shall ensure that You and all attendees are familiar with and comply with all current and relevant COVID-19 related legislation and government guidance for England, including COVID-19 Secure Guidelines, at every event for which You have booked the hall, recognising that such legislation and guidance is likely to change from time to time.
- 2) You shall keep a record of the name and contact details of those who attend your event for 21 days after the event and provide the record to NHS Test and Trace if required.
- 3) You shall ensure that every prospective attendee of your event understands that they must not attend if they or anyone in their household has experienced COVID-19 symptoms in the last 10 days and;
  - a) they have not had an NHS COVID-19 test; or
  - b) they have had an NHS COVID-19 test and have not received a negative test result (ie, they have tested positive, tested "unclear" or not received any result).
- 4) If anyone attending your event develops symptoms within 10 days of the event you shall request that person to self-isolate and undergo an NHS COVID-19 test. In the event that the test result is positive you shall assist that person in providing close contact details for NHS Test and Trace.
- 5) You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided a copy.
- 6) You acknowledge that, as set out in government guidance, You have responsibility for managing risks arising from your own activities when You have control of the hall. You shall formulate a risk assessment for your event(s) prior to booking such event or series of events for which you are responsible and shall warrant to the hall bookings secretary that this has been completed. You shall comply with the actions and mitigations identified in your risk assessment.
- 7) You shall ensure that no more people than stated in your own risk assessment attend your event, in order that social distancing can be maintained, subject both to an overall maximum of 20 people set by GVHMC for each event and also any other overriding current legislation or government guidance. **You shall further ensure that any current legislation or government guidance is followed relating to the maximum size of groups of people that may form at your event, including any prohibitions on mingling or socialising between such groups.**

- 8) You shall abide by the relevant Organised Sport rules, if they apply, and the related sport-specific action plan, guidance and mitigations which have been approved by government (Department for Digital, Culture, Media & Sport).
- 9) You shall ensure that social distancing is observed in the car park and when entering the hall. You shall ensure that those attending your activity or event comply with the COVID – 19 Secure Guidelines while entering and occupying the hall, as shown on the posters displayed, in particular using the hand sanitiser (supplied) when entering and exiting the hall. You shall arrange for your attendees to take regular breaks to wash/sanitise hands.
- 10) You shall ensure that every attendee observes the one-way system in the premises, entering only via the entrance and exiting only via the north fire exit by the stage, one household at a time, and as far as possible observes social distancing of 1m with mitigation measures when using more confined areas for the briefest time possible. You shall ensure that only one person at a time uses each suite of toilets and that they do so by exiting and re-entering the hall via the one-way system.
- 11) You shall take responsibility for cleaning door handles, light switches, window catches, equipment, toilet seats and wash basins (if toilets are used) before other attendees arrive and for keeping the premises clean during your hire, paying particular attention to wash hand basins and sinks (if used) and using either the products supplied or your own ordinary domestic products. You shall clean again before leaving. You shall take due care when cleaning electrical equipment, using cloths rather than any spray.
- 12) You shall keep the premises well ventilated throughout your hire, with doors and windows open. You shall ensure that doors and windows are all securely closed on leaving.
- 13) You shall ensure that attendees wear face coverings in compliance with current guidance and legislation, taking account of any current exemptions.
- 14) You shall take particular care to ensure that social distancing is maintained for any person over 70 or over or likely to be clinically more vulnerable to COVID- 19.
- 15) You shall position furniture or arrange the room as far as possible to facilitate social distancing of 2m between individual people or households, or 1m with mitigation measures. You shall place any tables used so as to maintain social distancing across the table. You shall take any chairs from the stack designated "Unused" and place them after use on the stack designated "Used."
- 16) You shall comply with all current legislation and government guidance relating to the provision of food and drink, including the latest times when food and drink may be consumed, provided or served.
- 17) You shall be responsible for the disposal of all rubbish created during your hire, including wipes and cleaning cloths, by taking your rubbish away with You when You leave.
- 18) You shall ensure that no-one uses or accesses the kitchen, urinals, storerooms or stage area, which for the time being are designated as out of bounds areas.

- 19) You acknowledge that GVHMC has the right to close the hall if new legislation or government guidance requires it or if there are specific COVID-19 related safety concerns, including but not limited to a previous attendee or user developing COVID – 19 symptoms or the GVHMC becoming aware that these special hiring conditions are not being complied with. In such circumstances the bookings secretary will use reasonable endeavours to inform You promptly.
- 20) If at your event any person becomes unwell and exhibits any COVID–19 symptoms in the hall You shall arrange for that person to depart promptly without further contact with anyone else. You shall ask other attendees to provide contact details if you do not have them already, to leave the premises observing social distancing precautions, and to launder their clothes on arrival home. You shall inform the bookings secretary of this outcome promptly.
- 21) You shall prevent mass gatherings of more than 20 people in or immediately outside the hall.

### **Agreement with Supplementary Conditions**

I agree to comply with the Supplementary Conditions set out above, in relation to my hire of Grundisburgh Village Hall for the Group/Event

.....[Name of Group/Event]

scheduled to take place on .....[Date] at .....[Time]

Signed.....Date.....

(Print Name).....