

**Marchington Woodlands Village Hall**  
**COVID-19 Special Conditions of Hire**  
**Step 2 April 12**

Social distancing is referred to as 2m in this document but as from July 2020, where 2m is not viable, people can be 1m apart with mitigation such as face coverings, good hygiene and ventilation.

**Note: these conditions are supplemental to, not a replacement for, the Hall's regular conditions of hire**

1. You, the hirer will be responsible for ensuring that those attending your event will comply with COVID-19 Secure Guidelines while occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser units on entering and cleaning hands (washing or sanitising) after using tissues.
  
2. You will ensure that everyone likely to attend your event understands that they **MUST NOT DO SO** if they or anyone in their household or support bubble has had COVID-19 symptoms in the last 48 hours, and that if they develop symptoms within 10 days of visiting the hall they **MUST IMMEDIATELY** self-isolate, get a PCR test (test that is sent to a lab) as soon as possible and, if they test positive for coronavirus, share information promptly and accurately about recent contacts through NHS Test and Trace to alert others with whom they have been in contact. If this happens, you should also inform the Marchington Woodlands Village Hall Management Committee by contacting the Bookings Secretary on 01889 569411 or the Chairman on 01283 820416.
  
3. Additional measures will be put in place in and around the hall as necessary to ensure that voting will be safe for all those attending the venue as a polling station for this year's local elections on Thursday 6 May.
  
4. Wedding receptions and wakes held before or after a funeral are limited to 15 people (excluding external caterers). A meal or light refreshments may be served. Attendees should remain seated, with table service provided to support social distancing and to minimise any risk of infection. Provision of food and drink **MUST** cease at 10pm.

At this type of gathering, people do not need to limit their interaction to their own household group/support bubble, but social distancing should be observed between people who do not live together/share a support bubble and guidance on the use of face coverings should be followed at all times.

5. You **MUST** keep a record of the date and time that your event starts and the name and contact phone number or email of all those who attend. This can be done either by operating an advance booking or record system which collects these details, or by asking everyone to register their attendance with their smartphone app using the NHS QR poster at the hall entrance or your own NHS QR poster and by keeping a record of any person who does not register in this way.
  
6. Marchington Woodlands Village Hall Committee has carried out a COVID-19 risk assessment (a copy of which will be provided to you). Actions from this, relevant to users have been incorporated in to these COVID-19 Special Conditions of Hire and you undertake to comply with them.

**Marchington Woodlands Village Hall**  
**COVID-19 Special Conditions of Hire**

**Step 2 April 12**

7. Groups are advised to carry out their own risk assessment for using Marchington Woodlands Village Hall.
8. The hall will be cleaned prior to use with special attention to door handles, kitchen and toilet facilities and all items that are likely to be touched in addition to normal cleaning activities.
9. You will need to bring with you antibacterial wipes and cloths for cleaning. Some products are provided at the hall and will be in a clearly accessible location. Ordinary domestic cleaning products are perfectly adequate.

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins, kitchen sinks and all surfaces likely to be used during your period of hire **prior** to other members of your group or organisation arriving.

During your hire you will ensure that the premises are kept clean, paying particular attention to wash hand basins and kitchen sinks (if used) using either the products supplied or your own ordinary domestic products. You will be required to clean again upon leaving. Please **DO NOT** use bleach.

Tables must be cleaned and non-fabric chair surfaces must be wiped once your event has finished. Tables should be returned to the bar area whilst the chairs can remain in the hall and will be returned to storage after a period of time by the Village Hall Management Committee.

Please take care when cleaning electrical equipment and light switches. Use cloths - **DO NOT SPRAY**.

10. You will keep the hall well ventilated throughout your hire with windows and doors open as far as is convenient and permitted. You will be responsible for ensuring that they are all locked again on leaving.
11. You will encourage all those attending your event to wear a face covering unless an exemption or other government guidance applies. A face covering is not required when people are eating or drinking but they should be seated.
12. You will ensure as far as possible, that everyone attending maintains social distancing requirements of 2m while waiting outside the porch door (designated entrance), upon entering the building and when leaving the building via the French doors (designated exit). In areas of the building with less space, as far as possible, you will ensure that everyone attending observes social distancing of 1m plus mitigation measure as a minimum. You will make sure that no more than one person uses each of the toilet suites at any one time unless assistance is required by a carer/chaperone.
13. Particular care should be paid to maintaining social distancing for persons over 70 and those that are classed in the vulnerable category when moving inside the building including for example keeping a 2m distance around them and ensuring that they can access the kitchen, bar area or toilets without others being present (unless they are being assisted).

**Marchington Woodlands Village Hall**  
**COVID-19 Special Conditions of Hire**  
**Step 2 April 12**

14. Limited spacing within the kitchen and bar areas means that social distancing is difficult. It is advisable for a single individual to be in these areas at any one time.
  
15. You will position furniture or arrange the room as far as possible to facilitate social distancing of 2m between individuals or groups of six or less people or two household groups/support bubbles. Otherwise you will look to maintain 1m distance with mitigation measures such as: seating back-to-back or side by side, with at least one empty chair in between, rather than face-to-face, face coverings and good ventilation. If tables are being used, they must be placed so as to maintain a distance of 2m across the table between people from different household groups/support bubbles that are face-to-face e.g. using a wide U-shape.
  
16. 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.
  
17. The bins in the building will all have liners inside. You will be responsible for collecting all rubbish created during your hire, including tissues and cleaning cloths and taking it away with you in the black refuse sacks provided.

**Marchington Woodlands Village Hall**  
**COVID-19 Special Conditions of Hire**  
**Step 2 April 12**

18. If it is necessary to consume drinks and/or food during the period of hire, users are encouraged to bring their own and take bottles, flasks, crockery and containers home with them. Waste such as food wrappings can be placed in the bins around the hall and should be handled per 17. above.
19. We hold the right to close the hall if there are any safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleaning is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or other hirers, or in the event that public buildings are asked or required to close again under government guidelines. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.
20. In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall, you should:- send them home straight away, advising them to self-isolate and get a test (thereby alerting NHS Test & Trace), bring an immediate end to the function that is in progress, ask everyone else present to provide their contact details if you do not have them and then request that they leave the premises, observing the usual hand sanitising and social distancing precautions and advise them to launder their clothes when they arrive home. If the person is taken seriously ill then an ambulance must be called.

The Village Hall Bookings Secretary or the Village Hall Management Committee Chairman should be informed immediately about the situation on the numbers below.

**Bookings Secretary 01889 569411**

**Chairman 01283 820416**

If the unwell person is not able to make their way home by themselves due to lack of transport or because they are incapable of driving or walking safely, you should:- direct them to wait within the **DESIGNATED SAFE AREA** in the building which is the **BAR AREA** and is clearly marked.

The Bar Area has a chair and hand-washing facilities. Tissues and paper towels will be available together with a safety pack containing gloves, apron, mask, outer red plastic bag (marked COVID waste) and antibacterial spray. Someone in your group must be designated to look after the ill person whilst they wait in the safe area to ensure that they vacate the premises safely.

Once the ill person has left, all waste should be placed into the pedal bin in the Bar Area. The liner inside the pedal bin should be tied, taken out, and placed into the red plastic bag (from the safety pack). The Village Hall Management Committee will arrange for it to be taken away for disposal after 72 hours.

21. Notwithstanding all of the above, in case of emergency, it is important to prioritise safety. In the event of fire or accident, people do not have to stay 1m or 2m apart if it would be unsafe to do so.
22. Checklist of additional items users are required to bring:-

Antibacterial wipes

Cleaning cloths

Cleaning products (if you wish to use your own)

Face masks (in case people attending the activity/event have forgotten theirs)

Crockery, cutlery and flasks if food and/or drinks are to be consumed on the premises

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