

LURGASHALL VILLAGE HALL

Registered Charity Number 225718

Terms & Conditions of Hire/Use ADDENDUM RELATING TO COVID-19 – updated 16 Sept. 2020 *Please read carefully*

Note: This Addendum is supplemental to our standard Terms & Conditions of Hire/Use, and the conditions given here are based on current government guidance. They will stay in place while the Covid-19 coronavirus risk remains and may be subject to change as and when government guidance changes.

Updates at 16 September 2020:

- * **'Rule of 6'**: The Government's *Guidance for Community Facilities* has been re-issued following the instigation of the new 'Rule of 6' on 14th September. It confirms that Covid-19 secure halls can continue to host more than 6 people in total from this date within their capacity limits, if people are in household groups of no more than 6 and socially distanced from other individuals or household groups.
- * **'Track and Trace' contact details**: It is now mandatory for organisers of events at the Hall to take the contact details of all attendees, keep them safely for three weeks and then destroy them. The Hall does not need to know these contact details (in line with data protection regulations).

A1. Compliance

- A1.1 Hirers/users are required to comply fully with all points of this Addendum and all guidance notices and posters displayed in the Hall. They should also read and note the Hall's Covid-19 Risk Assessment accompanying this Addendum.
- A1.2 Hirers/users are advised to conduct their own risk assessment of the event they intend to hold at the Hall – a pro forma can be supplied if required.

A2. Social Distancing

The hirer/main user is responsible for monitoring social distancing for everyone at all times and in all places at the Hall, both inside and outside the premises, for the duration of the hire/event.

- A2.1 The 2m distancing rule applies, especially for people 70+ and vulnerable groups.
- A2.2 Masks or face coverings must be worn in the Hall at all times except during exercise classes or when eating or drinking.
- A2.3 Everyone is to observe the one-way system which is clearly signposted at the Hall. NB. The hirer/main user *only* enters by the side door in order to open up the front doors; all others enter by the front double doors and leave by the side door.
- A2.4 The one-in-one-out protocol for using the toilets or standing in corridors must be carefully monitored. Only two people are permitted in the kitchen at any one time.
- A2.5 Maximum capacities – amendment to T&Cs 6.2: 18 people seated, banquet style; 25 people seated theatre style; 30 people standing.

A3. Cleanliness and PPE

- A3.1 The hirer/main user is responsible for ensuring that all surfaces, furniture and equipment to be used are wiped/cleaned *before* the hire/event and *also after* the hire/event has finished, using the paper cloths and disinfectant spray provided.
- A3.2 Areas/surfaces to be wiped/cleaned with disinfectant include all door handles, light switches, worktops, window handles, blind pulleys, chairs, tables, taps, if used. Please wipe rather than spray, especially around switches and electrical appliances.
- A3.3 Disposable paper cloths and hard surface disinfectant cleaner are provided at the cleaner stations on the back bar by the main Hall doors and in the kitchen, along with a bin for the safe disposal of used cloths, tissues and PPE. Disposable aprons are also available.
- A3.4 Wall-mounted hand sanitisers are provided inside the front doors under the sign to the 'Gents', by the exit to the side door and in the kitchen. The hirer/main user is responsible for monitoring that all people attending the event use the hand sanitisers on arrival at the Hall and on departure.

- A3.5 Hirers/users are responsible for providing their own masks/face coverings and gloves, if required.
- A3.6 If using kitchen equipment, everything is to be washed in hot soapy water and thoroughly rinsed and dried before putting away. The hirer/user must provide their own tea towels.
- A3.7 We advise hirers/users to open windows and doors to the outside during their event (weather permitting) and to ensure that they are closed again before locking up and leaving the Hall.

A4. If someone is/becomes unwell...

- A4.1 The hirer/main user is responsible for ensuring that no-one attends an event at the Hall who has had any Covid-19 symptoms in the previous 7 days or has tested positive for Covid-19 or who has had close contact with someone who has symptoms.
- A4.2 The hirer/main user is asked to keep a list of contact details of all attending the event for at least 21 days after the event. If anyone on the list contracts symptoms within that time, the hire/user is responsible for initiating the Test and Trace protocol according to government guidelines. The hirer/user should also notify the Hall's Booking Secretary.
- A4.3 If someone becomes ill while at the Hall:
- move the person to the isolation space in the kitchen where there is a box containing masks, aprons, hand sanitisers, tissues and disposal bags for used PPE.
 - notify all other people attending the event and the Hall's Booking Secretary
 - follow the government's Test & Trace protocol.

A5. Use of spaces other than the main Hall

- A5.1 Small meeting/archive room – closed to the public until further notice.
- A5.2 Kitchen – the hirer/main user is responsible for ensuring that no more than two people are in the kitchen at any time and that all hygiene and cleaning protocols are followed.
- A5.3 Furniture store – the hirer/main user is to control access to one-in-one-out.
- A5.4 Toilets – one-in-one-out protocol is to be followed and monitored; all surfaces, taps, etc to be cleaned before and after the event.
- A5.5 Stage area & a/v equipment – the hirer/main user is responsible for ensuring that the stage remains a safe area with regard to social distancing and for cleaning any equipment used before and after the event. Any electrical equipment should be wiped, not sprayed. The stage curtains must remain open at all times.
- A5.6 Store cupboard – closed to the public.

Contacts in case of emergency:

Booking Secretary – Sarah Matthews – admin@lurgashallvillagehall.org – 07711 690642

Caretaker – Anna Wilson – 01428 707683

We appreciate the constraints that this Addendum imposes
and thank you for your co-operation.