

St Mary Bourne Village Centre Special Conditions of Hire during COVID-19

These conditions are supplemental to, not a replacement for, the Village Centre's ordinary conditions of hire set out in the Guidance to Hirers.

- SC1** You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure advice while entering and occupying the hall, as shown on the attached poster which is also displayed at the entrance, in particular using the hand sanitiser supplied when entering the centre and after using tissues.
- SC2** You undertake to comply with the actions identified in the Village Centre's risk assessment, of which you have been provided with a copy.
- SC3** You will be responsible for cleaning surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive, to keep regularly used surfaces clean during your hire and to clean them again on leaving. Please pay particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. Please take care cleaning light switches and electrical equipment. Use cloths - do not spray!
- SC4** You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 10 days, and that if they develop symptoms within 48 hours of visiting the premises they **MUST** seek a COVID-19 test.
- SC5** You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient or opened at regular intervals to allow in fresh air. You will be responsible for ensuring they are all securely closed on leaving.
- SC6** You will ensure that the number of people attending your activity/event is such that social distancing can be maintained in line with applicable government guidance. You will encourage people as far as possible to avoid close contact with those they do not regularly see, to observe any one-way system within the premises and to use mitigation measures such as face coverings in line with government guidance. You will ask that no more than two people use each suite of toilets at one time.
- SC7** You are requested to keep a record of the date and time of your activity/event and the name and contact telephone number or email of all those who attend your event (or at least one member of any group of up to 6 people or 2 households who attend together). This can be done either by operating an advance booking system which collects these details or by asking everyone who attends to use the NHS QR poster at the entrance to register their attendance and by keeping a record of any who do not register in this way using their smartphone app.
- SC8** You will take particular care to avoid any persons likely to be clinically extremely vulnerable to COVID-19 coming into close contact with other people they do not know, ensuring that they can access the toilets or other confined areas without compromising social distancing and that face coverings are used in their proximity

- SC9** You are asked to arrange the room as far as possible to avoid close contact between people who do not regularly see each other, such as: seating side by side rather than face-to-face, an empty chair between each person or household group, requiring face coverings and good ventilation. If tables are being used for a meeting a wide U-shape is advisable.
- SC10** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided.
- SC11** Users are encouraged to bring their own food and drinks. If food or drink is being served it should if possible be consumed while seated.
- SC12** 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 these Special Hire Conditions 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.
- SC13** In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the room at the side of the stage area in the main hall or the kitchen in the Club Room. Provide tissues and a bin or plastic bag and hand sanitiser. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising precautions, and advise them to launder their clothes when they arrive home. Inform the Village Centre management committee by calling 07990 514969.
- SC14** You will ensure that any equipment you provide is cleaned before use and before being stored in the Village Centre. If your group uses personal equipment you will ask those attending to bring their own equipment and not to share it with other members. So far as possible you should avoid using equipment which is difficult to clean.
- SC15** You will organise your sport, exercise or activity in accordance with guidance issued by the relevant governing body for that sport, exercise or activity.
- SC16** You will ask all those attending your activity or event to wear a face covering unless a valid exemption applies.
- SC17** In order to avoid risk of aerosol or droplet transmission please take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music at a volume which makes normal conversation difficult.