

Appendix E

Special Conditions of Hire during COVID-19

LUSTLEIGH VILLAGE HALL

WINTER 2021/22

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

1. You, the hirer will be responsible for ensuring those attending your activity or event comply with COVID 19 Secure advice while entering and occupying the hall as shown on the poster which is displayed on the door of the entrance hall, in particular using the hand sanitiser supplied when entering the hall.
2. You undertake to comply with the actions identified in the hall's risk assessment of which you will be provided with a copy.
3. You will be responsible for cleaning surfaces likely to be used after your period of hire, paying particular attention to toilets, hand wash basins, kitchen sinks and surfaces, using the produce supplied (which will be in a clearly accessible location) or your own ordinary domestic products.
4. You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or their household has had COVID 19 symptoms in the last 48 hours or received a positive PCR or lateral flow test.
5. 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.
6. You will encourage people to avoid close contact with those they do not regularly see as far as possible, that they observe any one-way system within the premises and as far as possible observe measures such as face coverings when using more confined areas.

7. You are required to dispose of all the rubbish created during your hire (by taking this away with you when you leave the hall).

8. 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 cleaning is required or it is reported that the Special Hiring 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.

9. You will encourage all those attending your activity to wear a face covering when using confined spaces such as toilets and corridors for the safety of others. The Government recommends that everyone attending use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app to record their details in a register of attendance.

Lustleigh Village Hall Management Committee

September 2021