

## **FRIETH VILLAGE HALL – CONDITIONS OF HIRE (with Special Conditions during Covid Restrictions)**

The Hirer (being 18 years or over) is fully responsible for compliance with the Conditions of Hire which should be read in conjunction with our Risk Assessment, Health & Safety Guidelines and end of Session Checklist .

### **CONTACT DETAILS**

Hirer must provide a mobile phone number on which they are contactable during the period of hire.

### **HEALTH & SAFETY**

All Hirers are legally responsible for ensuring the safe use of the hall during the period of their rental. Please read our Special Conditions, Covid Risk Assessment and Checklist and Health & Safety Guidelines.

### **FIRE**

**All Hirers must familiarise themselves with the fire safety precautions of the hall. Fire extinguishers are located in the main hall, back corridor and kitchen. Fire exits are located at the hall front doors and the back door by the toilets. All exits and passageways must be kept clear. Please leave space for the rear hall door to open inwards against the wall in an emergency. DO NOT USE DRY ICE, SMOKE OR ANYTHING LIKELY TO AFFECT THE FIRE SYSTEM.**

### **SUPERVISION**

During the period of hire, the Hirer is responsible for the supervision of the premises, the care of the fabric and contents of the building, safety of people attending the event and the behaviour of all persons using the premises.

Children should be fully supervised, particularly when leaving the building.

No animals except guide dogs are allowed into the hall unless agreed by the Village Hall Committee. No animals whatsoever are allowed into the hall at any time.

### **USE OF PREMISES**

The Hirer shall not use the premises for any purpose other than that agreed with the Village Hall Committee and will not sub-hire. The Hirer is responsible for setting up the hall and returning the hall to its original condition after the event. The use of the premises and its equipment, including 20 chairs and 5 tables, shall be at the Hirer's own risk. Any additional equipment required must be arranged with the Village Hall Committee in advance. The Village Hall Committee does not accept liability for equipment and property stored by the Hirer.

### **CAPACITY**

The maximum capacity of the hall is 20 (including all participants and staff/instructors) as agreed under Covid -19 conditions.

### **LEAVING CHECKS**

To help us keep the hall in its current condition, please comply with the End of Session checklist.

### **PARKING**

Do not park in front of the Village Hall door. Please park neatly and show consideration to neighbouring houses, ensuring access to driveways at all times, particularly the driveway adjacent to the Village Hall.

**LICENCES**

The Hirer must apply to Buckinghamshire Council for a Temporary Event Notice if the event involves the sale of alcohol. A copy of the Notice must be provided to a village hall representative two weeks prior to the event and a copy must be displayed in the hall. The Hirer must ensure that persons under 18 do not consume alcohol on the premises or in the surrounding area. It is the responsibility of the Hirer to ascertain whether any other licences are required in respect of any activity e.g. live performance of copyright music. The Hirer should ensure that they hold and display all relevant licences.

**NOISE**

In consideration of neighbouring houses, the noise level inside and outside the hall must be acceptable at all times and particularly when leaving at night.

**FLOORS & WALLS**

Pictures, posters, decorations and balloons must not cause damage to the hall fabric or paintwork and must be removed after hire.

Protect floors by avoiding stiletto heels and black soles. Remove muddy boots.

**HEATING**

The hall radiators are set to give adequate background heat. Please do not adjust. For extra overhead heating, put £1 coins into the slot meter in the entrance hall. The Hirer must ensure that no unauthorised heating appliances are used on the premises.

**CHARGES**

Please refer to the web site for the latest price list. Setting up and clearing the hall must be included within the hire times. Any overruns will be charged at a full hourly rate. Depending on the size of the event, a refundable deposit of £100 may be required in case of damage/breakages or extraordinary cleaning.

**CANCELLATION**

If the Hirer wishes to cancel the booking and the Village Hall Committee is unable to obtain a replacement booking, the payment of fees shall be at the discretion of the Village Hall Committee.

The Village Hall Committee reserves the right to cancel your hiring due to unforeseen or exceptional circumstances. In any such case, you will be entitled to a refund of any deposit paid, but the Village Hall Committee shall not be liable to you for any resulting loss or damages.

**HIRERS INDEMNITY**

The Hirer shall indemnify the Village Hall Committee members, volunteers and trustees against the cost of repair of damage and claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises by the Hirer.

## SPECIAL CONDITIONS OF HIRE DURING COVID-19 RESTRICTIONS

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

### SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines and Risk Assessment while entering and occupying the hall, and as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser/face coverings when entering the hall and after using tissues as well as observing the 2mtr social distancing rule

### SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy. You must also undertake your own risk assessment for your activity and supply a copy to the Hall Management Committee.

### SC3:

You will clean the hall as normal following your period of hire to remove all dirt and litter in accordance with the End of Session Checklist. Please take care cleaning electrical equipment. Use cloths - do not spray! The Village Hall Committee will be responsible for arranging and paying for Covid secure cleaning of the building including all regularly used surfaces during your period of hire (including tables and chairs located in the main hall, but not in the store room), wash hand basins, door handles.

### 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 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact as well as notify the village hall booking officer. You must keep records and contact details of all participants and staff attending each session for 14 days after your booking.

### SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

### SC6:

You will ensure that no more than 20 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises and inside the hall, observes any one-way system within the premises, as far as possible.

When using more confined areas such as corridors, toilets or while moving and stowing equipment, these activities should be kept to a minimum and as brief as possible. You will make sure that no more than one person use each suite of toilets at one time.

### SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people this should be avoided.

### SC8:

If required for your booking, you will only use the 20 plastic chairs and 6 tables as supplied in the hall. Any additional tables will need to be arranged with us in advance. You will position furniture or the arrangement of the room as far as possible to facilitate people being socially distant, ie at least 2 metres apart. If using chairs sitting side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as

to maintain a distance of at least 2 metres.

**SC9:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided at the side/rear of the premises before you leave the hall.

**SC10:**

If necessary, you will encourage users to bring their own drinks and food/refreshments. The use of the kitchen has been suspended and must not be used.

**SC11:**

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 the Special Hiring Conditions above 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.

**SC12:**

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 Kitchen adjoining the main hall (which for all other purposes is out of bounds). Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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 and social distancing precautions, and advise them to launder their clothes when they arrive home. Close the hall and inform the Village Hall Committee/Booking Secretary.

**SC13:** 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.

**SC14:** Other special points as appropriate. E.g. Where a sports, exercise or performing arts activity takes place: You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity E.g. Where a group uses their own equipment You will ask those attending to bring their own equipment and not share it with other members or You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use.

**SC15:** A representative of the Hall Management Committee may liaise with you from time to time to ensure all conditions are being adhered to and to jointly review current guidance and agree any necessary changes to procedures.

# HELP KEEP THIS HALL COVID-19 SECURE

**\*1: You must not enter if you or anyone in your household has COVID-19 symptoms.**

**\*2: An individual must not enter the hall if the heat sensor monitoring personal temperature at the front entrance turns red.**

**3. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert Test, Track and Trace. Alert the hall administrator/bookings officer on 07740 706048 and alert the organiser of the activity you attended.

**4. Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.

**5. Use the hand sanitiser provided and wear a face covering:** on entering the premises. Clean your hands often. Soap and paper towels are provided in the toilets. Use the hand sanitisers situated throughout the building.

**6. Avoid touching your face, nose, or eyes.** Clean your hands if you do.

**7. "Catch it, Bin it, Kill it"**. Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.

**8. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We clean all surfaces at the hall between each hire.

**9. Take turns to use confined spaces such as corridors and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.

**10. Keep the hall well ventilated. Close doors and windows on leaving.**

***\*this is a precaution only and does not mean you have COVID. However, you should seek medical guidance and not enter the hall under any circumstances***