***Newland, Near Coleford, Gloucestershire GL16 8NP***

***Registered Charity no: 1113011***

**Special Conditions of Hire during COVID-19**

Note: These conditions are supplemental to, not a replacement for, the Village Room’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 while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2:

You undertake to comply with the actions identified in the Village Room’s risk assessment, of which you will be provided with a copy.

SC3:

 You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to the wash hand basin and kitchen sink (if used), using the products supplied (which will be in a clearly accessible location). You will be required to clean again on leaving.

Please take care cleaning 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 48 hours, and that if they develop symptoms within 10 days 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. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will ensure that no more than 30 people or the maximum agreed with us in writing prior to the hire depending on the nature of the activity/event, whichever is the lower figure, attend your activity/event in the Main Hall, in order that social distancing can be maintained. You will encourage social distancing between individuals or groups by everyone attending as far as possible, that they observe any one-way system within the premises, and as far as possible observe social distancing of 1m plus mitigation measures such as face coverings when using more confined areas e.g., moving and stowing equipment, accessing toilet. You will make sure that no more than one person uses the toilet at one time, unless the second person is assisting the user.

SC7:

You will take particular care to ensure that social distancing is maintained for any persons 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 or other confined areas without compromising social distancing.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, face coverings and good ventilation. If tables are being used, you are advised to place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

SC9:

You are requested to keep a record of the date and time the activity started 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 hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall’s NHS QR poster or your own NHS QR poster.

SC10:

You will be responsible for the bagging and disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the black rubbish bin outside the main entrance before you leave the hall. All other rubbish should be taken away with you when you leave the hall.

SC11:

Users are encouraged to bring their own drinks and food. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during exercise) 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 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.

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 back room – accessed between entrance and kitchen area - 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. Inform the reservations secretary on 07714 703028. ].

SC14: 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 or broadcasts at a volume which makes normal conversation difficult.

SC15:

You will ensure that any equipment you provide is cleaned before use.

SC 16:

You will encourage all those attending your activity to wear a face covering when using confined areas such as toilet, back room, store room and kitchen area, for the safety of others.