

**Tolleshunt D’Arcy Village Hall  
Special Conditions of Hire during Covid 19**

**Note: These conditions are supplementary 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-Secure Guidelines while entering and occupying the hall, as shown on the notice you have been given and the poster displayed at the hall entrance.

**SC2**

You undertake to comply with the actions set out in these ‘Special Conditions’ and as advised on the notices provided to you and displayed in the Village Hall as identified in the hall’s risk assessment, a copy of which is in the Tolleshunt D’Arcy Village Hall Box File kept in the kitchen cupboard marked with the ‘First Aid Cross’.

**SC3**

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and toilet seats, wash basins and all surfaces likely to be used during your period of hire **BEFORE** other members of your group or members of the public arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used). Although some cleaning products are supplied in the hall, **you are required to bring your own ordinary domestic cleaning products** for this purpose. You will be required to clean again on leaving.

**Please take care cleaning electrical equipment – use cloths – DO NOT spray!**

**SC4**

You are required to bring and use your own tea towels and to take them with you when you leave.

**SC5**

You will make sure that everyone attending 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 hall, they **MUST** seek a Covid-19 test.

**SC6**

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 that they are all securely closed on leaving.

**SC7**

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 space between each person or household group, rather than face to face, face covering where appropriate and good ventilation. If tables are being used, you are advised to place them to maintain social distancing across the table between people from different household groups.

### **SC8**

You **MUST** keep a record of the date and time your activity started and the name and contact telephone or e-mail of all those attending your event.

### **SC9**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins/black sacks provided before you leave the hall **OR** you will be responsible for the collection of all rubbish created during your hire and placing it in one of the plastic sacks provided AND you will be responsible for taking all the rubbish in the plastic sacks with you when you leave the hall.

### **SC10**

You will be required to bring your own food and drink. If food and drink is being served or made on a DIY basis, it should be consumed whilst seated.

### **SC11**

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 Committee Room at the rear of the premises. Provide tissues, disposable hand towels and a plastic sack, there is a separate toilet with a hand basin for handwashing. Obtain contact details of the person with symptoms and those who have had contact with that person and isolate all other people from the person with symptoms until they can be safely removed to their home address or to a medical facility if their condition warrants this. Then leave the hall observing the normal social distancing precautions, hand sanitising, and advise all who have had contact with the person concerned to wash their clothes when they return home. Tell the Hall Booking Secretary as soon as possible.

### **SC12**

You will encourage all those attending your activity to wear a face covering when using confined areas such as toilets and corridors, for the safety of others.

### **SC13**

Where sports or exercise activities are taking place, you will organise your activity in accordance with the guidance issued by the relevant governing body for your sport or activity.

### **SC14**

Where a group uses its own equipment or similar, you will ask those attending to bring their own equipment, etc., and not share it with other members of their group.

## **Help Keep the Playground and Play Equipment Covid 19 Secure**

The play area in the year yard is NOT supervised and the equipment is NOT regularly cleaned.

- Do NOT use the equipment if you are unwell.
- **Parents/Carers** – to use hand sanitisers or wipes to clean your children's hands before and after use.
- **Families with clinically vulnerable members** – do NOT use the equipment without cleaning it.

