



Burghfield Village Hall Special Conditions of Hire during COVID-19

Please Note: These Special Conditions (SC) 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 while entering and occupying the hall, 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 hall's risk assessment, a copy of which is available via the parish council website.

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 wash hand basins and kitchen sinks (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 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.

SC5: You will record the date, name and contact number of each attendee on arrival at the premises and keep the information for 21 days, in case it is needed for the Test, Track and Trace system. In line with GDPR requirements, the information should only be retained for the period necessary and then destroyed appropriately.

SC6: You will keep the premises well ventilated throughout your hire, with windows and doors open as far as possible. You will be responsible for ensuring they are all securely closed on leaving.

SC7: You will ensure that everyone attending maintains social distancing while waiting to enter the premises and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time.

SC8: 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 that should be avoided.

SC9: You will position furniture or the arrangement of the room as far as possible to facilitate people seating 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 across the table between people who are face to face e.g. using a wide U-shape

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided and put into the Grundon (located at the rear of the building) before you leave the hall.

SC11: BPC 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, BPC 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 Hipwell 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 and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Parish Council immediately via enquiries@burghfieldparishcouncil.gov.uk

SC13: You will ensure that any equipment brought into the hall is thoroughly cleaned before entry in the facility and that it is not shared with any other member. For any equipment left in the storage room in the building, you will ensure that it is all cleaned before use and again before storing back in the cupboard.

SC15: For performances and other events with seated audiences: You will be responsible to ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

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I understand the Special Conditions laid out within this document and agree to abide by the terms.

Signed: _____

Name: _____

Date: _____