

# Hirer's Responsibilities during COVID-19

VERSION 4.1

These conditions are supplemental to, not a replacement for, the Hall's standard conditions of hire.

Section	Added Amended Deleted	Description	Notes
11	Amended 28SEP20	Introduction of the NHS Covid-19 App for Test and Trace	Government strong recommendation
20	Added 08SEP20	<b>Use of Face Coverings</b> Updated requirements for the wearing of Face Coverings when entering Community Centres, including Village Halls.	Government requirements

1. The Hirer is responsible for ensuring that those attending their event comply with the current COVID-19 Secure Guidelines while entering and occupying the Hall, in particular using the hand sanitiser supplied when entering the Hall. Hand washing facilities are also readily available.
2. You are responsible for cleaning all regularly used surfaces during your period of hire including tables, wash hand basins, door handles, light switches, toilet seats and flush handles etc., using the products supplied. Please adhere to the cleaning instructions displayed in the kitchen and on the Covid-19 page of the Village Hall [website](#).
3. Please take care cleaning **electrical equipment and switches**. Use paper towel or roll - **do not spray directly** – spray the cleaner onto the paper towel or roll.
4. You must 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.
5. 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. The high-level windows in the main Hall may be left open.
6. You will ensure that no more people than can be accommodated with social distancing attend your activity or event.
7. If your event includes children, please try to manage their arrival and departure such that children are dropped off and picked up outside the Hall premises to avoid congestion in and around the entrance and exit. We recommend that the double-doors to the main Hall are used in addition to the normal entrance. Parents should not enter the Hall unless necessary.
8. You will ensure those attending, who are not in the same 'bubble', maintain 2m social distancing while waiting to enter the premises and during the event. As far as possible, attendees should observe social distancing of 1m plus mitigation measures when necessary, e.g. moving and

stowing equipment, accessing toilets, or moving in confined spaces, which should be kept as brief as possible.

9. The outer doors to the toilets will be propped open to maximise ventilation and minimise the need to touch surfaces. No more than 2 people should use each set of toilets at one time.
10. You will position furniture or the arrangement of the room to facilitate social distancing of 2m between individuals or groups of up to two households, or 1m 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, and good ventilation.
11. The government is strongly recommending the use of the NHS Covid-19 App to record visits to venues. The Shackleford Village Hall QR Code is displayed outside and throughout the Hall.

If visitors do not use the App, then you must keep a record of their names and contact telephone numbers or emails for a period of 21 days after the event and provide the data to NHS Test and Trace if required. As the organiser of the event you should ensure that all the data you collect will only be given to NHS Track and Trace; only if requested by NHS Track and & Trace; and will be destroyed after 21 days.

12. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, taking all rubbish away with you when you leave the Hall. Black bin bags will be provided.
13. The kitchen space will be available, but you must bring your own crockery and utensils for drinks and snacks and take everything away, including such items as tea-towels.
14. We will 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 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.
15. If this is necessary, we will do our best to inform you promptly and you will not be charged for the loss of hire of the Hall.
16. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Hall you should remove them to the Green Room, which is adjacent to the stage and behind the Kitchen. It is accessed via the kitchen or the stage. Please familiarise yourself with its location.

The room is equipped with a Covid-19 First Aid Kit and instructions on how to proceed. It has a separate toilet.

Ask others in your group to provide contact details if you do not already have them and then leave the premises, observing the usual hand sanitising and social distancing precautions. Advise them to launder their clothes when they arrive home. Please inform Shackleford Village Hall at [admin@shacklefordvillagehall.co.uk](mailto:admin@shacklefordvillagehall.co.uk) immediately.

17. 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.

18. Where a sport, exercise or performing arts activity takes place, you will organise your activity in accordance with guidance issued by the government, the relevant governing body for your sport or activity and other bodies such as Public Health England
19. Any necessary equipment must not be shared and those attending must bring their own equipment or be allocated equipment for their exclusive use. Any equipment stored at the Hall must be stored separately and individually labelled.
20. Updated guidelines (27 August 2020) require the wearing of Face Coverings when entering Community Centres and Village Halls. There are however numerous exceptions and exemptions that apply to personal circumstances and various physical activities. Please refer to the [government guidelines](#) for detailed information.

**The Shackleford Centre**  
**September 2020**