

New Bookings During COVID-19

Melmerby Village Hall www.melmerbyvillagehall.co.uk

Registered Charity 520345

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These Special Conditions of Hire are in Addition to our Normal Conditions Updated 20th July 2020

SC1	<p>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.</p> <p>Please also observe the one way flow around the building.</p>
SC2	<p>You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.</p>
SC3	<p>The hall will be cleaned before your arrive but it is recommended you clean all surfaces likely to be used during your period of hire before other members of your group or organisation arrive. You will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied.</p> <p>Please take care cleaning electrical equipment. Use cloths - do not spray!</p>
SC4	<p>You must take contact details of all who attend and keep that data safely for 21 days before destroying.</p> <p>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.</p>
SC5	<p>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 windows are securely closed on leaving.</p>
SC6	<p>You will ensure that no more than 28 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, observes the one-way system within 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.</p>

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 that should be avoided.						
SC8	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						
SC9	You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. Please remove bin bags, tie and place in the large green bin outside at the rear of the hall.						
SC10	<p style="text-align: center;">Village Hall crockery & cutlery are not to be used.</p> <ul style="list-style-type: none"> • Drinks can be made on the premises but these need to be served in disposable cups or use own crockery. • Food can be served on the premises but not made on the premises. It needs to be served on disposable plates/bowls or own crockery. • You will need to supply your own tea towels. • You will be responsible for cleaning kitchen surfaces at the end of the hire. 						
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	<p>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 Small Meeting Room. A crash bag with instructions on how to proceed is stationed there and you will be expected to follow the protocol. Provide 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.</p> <p>Inform a committee member using one of the following numbers:</p> <table style="margin-left: 40px;"> <tr> <td>1. 01768 881557</td> <td>4. 07881 371432</td> </tr> <tr> <td>2. 01768 881464</td> <td>5. 07779 841999</td> </tr> <tr> <td>3. 01768 881065</td> <td></td> </tr> </table>	1. 01768 881557	4. 07881 371432	2. 01768 881464	5. 07779 841999	3. 01768 881065	
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SC13	<p>Please ask people to seat themselves furthest from the entrance on arrival and to exit closest to the exits first.</p> <p>Please ensure that any equipment you provide is cleaned before use and before being stored in the foyer.</p>						

SC14	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.
SC15	<p>Other special points:</p> <p>Where a sports, exercise or performing arts activity takes place:</p> <ul style="list-style-type: none">• You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity. <p>Where a group uses their own equipment:</p> <ul style="list-style-type: none">• You will ask those attending to bring their own equipment and not share it with other members. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.