



**Goudhurst Village Hall
Special Conditions of Hire during COVID-19
(Updated February 2022)**

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

While the Government has signalled the ending of Covid restrictions from 24th February, you are asked to observe the following requirements in order that more vulnerable people feel safe using this hall.

SC1: You, the hirer, will be responsible for encouraging those attending your activity or event to comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster (also displayed at the hall entrance), in particular using hand sanitiser supplied.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, of which you will be provided with a copy.

SC3: You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they have COVID-19 symptoms or have tested positive for COVID-19 and are following government guidance on self-isolation.

SC4: You will be responsible for regular cleaning of frequently used surfaces during your hire, paying particular attention to equipment such as tables, wash hand basins and kitchen sinks, using either the products supplied or ordinary domestic products. Please clean surfaces used before leaving. Please take care cleaning electrical equipment: Use cloths - do not spray!

SC5: You will keep the premises well ventilated during your hire. You will be responsible for ensuring doors and windows are all securely closed on leaving.

SC6: You will encourage social distancing between people who do not have regular contact with each other as far as possible. We advise that no more than 120 people attend your activity/event in the Main Hall and 20 in the Jessel Room in order that social distancing can be maintained.

SC7: You will encourage mitigation measures such as face coverings if your event is likely to be busy or crowded and when using confined areas such as toilets and corridors, for the safety of others.

SC8: You will take particular care to ensure that social distancing (or mitigation such as face coverings) is maintained with any persons likely to be more vulnerable to COVID-19, including for example ensuring they can access the toilets or other confined areas without compromising their social distancing.

SC9: You will arrange the room as far as possible to facilitate social distancing, for example: Seating side by side rather than face-to-face, at least one empty chair between each person or household group. If tables are being used by people from different households a wide U-shape is advisable.

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the bins provided before you leave.

SC11: We will have the right to close the hall if there are safety concerns relating to COVID-19, for example,

- if someone attending the hall develops symptoms and cleansing is required.
- If Special Hiring Conditions are not being complied with
- If public buildings are required or advised to close again.

If this is necessary, we will do our best to inform you promptly and you will not be charged for the hire.

SC12: For events which are likely to be more busy or crowded you will take additional steps for Covid security. For example, operating a booking or queuing system, providing attendants or stewards who seat people, inviting people to use toilets in the interval row by row.

SC13: In order to avoid risk of aerosol or droplet transmission please avoid people needing to shout or raise their voices to each other. Please refrain from playing loud music at a volume which makes normal conversation difficult.

SC14: If someone becomes unwell with suspected Covid-19 symptoms, arrange for them to go home and move them to the designated safe area which is in the entrance **Cloakroom next to the main entrance**. Ask others in your group to provide contact details if you do not have them and then to leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home.

Please inform the Booking Officer **immediately via email** gphbookings@outlook.com so that appropriate action can be taken with regards to the Hall.

SC16: Where a sports, exercise or performing arts activity takes place, you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity

SC17: Where a group uses their own equipment, 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 and after use.

Thank you for your co-operation