

EGMANTON VILLAGE HALL

SPECIAL CONDITIONS FOR HIRERS RELATED TO COVID-19

USE OF CAR PARK AND DISABLED TOILET ONLY

Document Version: Final Draft

July 31st 2020

Introduction

There are legal restrictions on the use of Community Halls, social distancing and other measures to reduce to spread of Covid-19. It is a requirement on the Trustees of the Hall to carry out risk assessments and set procedures for the safe use of the Hall. We are required to pass on advice and conditions of hire to users and event organisers. These Special Conditions do not replace the usual conditions of hire. Bookings must be made in the usual way, specifying what facilities you wish to use.

Your use of the building is strictly limited to the car park and disabled toilet.

Conditions of Hire

1. You must return a signed copy of these special conditions or an email to say that you will comply them
2. You may be using the Village Hall disabled toilet because you are organising an event at the Church. You need a risk assessment of your own for your event, stating how you will safely manage your meeting. This must include your instruction on using the Village Hall toilet. We require a copy of your risk assessment, 3 days before the booking. We can send an example risk assessment if you wish. If you are a member of an association, they will have relevant examples
3. You must make sure that everyone who plans to attends 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
4. You are required by law to keep a record of those attending your meeting and hold that for 21 days, when you must destroy it
5. If anyone develops Covid19 symptoms in that time you must contact the Test, Track and Trace Scheme to alert others with whom they have been in contact and advice us immediately if they have used the toilet facility
6. We take measures to ensure the sterile conditions of the hall and facilities, but cannot be certain no-one has compromised our cleaning by using the disable toilet after the hall was unlocked. Therefore you are responsible for sanitizing door handles, toilet seats, wash basins, taps and, switches etc, immediately before your party arrives
7. Only one person is to enter the building and toilet at one time
8. They must maintain 2 metre spacing if queuing, as indicated by the notices
9. Entry into the Main Hall is strictly not permitted
10. You should also keep the toilet sterilized by regular cleaning of surfaces during your hire, particularly if your meeting is several hours
11. Hand towels must be used instead of hot air driers. Waste to be put in bins provided

12. You must sanitize surfaces mentioned in 6 before you leave
13. You must take away all waste from your party including hand tissues and sanitizing cloths, when you leave
14. We may have to close the hall at short notice, for example if someone who has attended the hall develops symptoms, when thorough cleansing would be required before any further event could take place, or if it is announced that public buildings are legally required to close again. If this is necessary, we will do our best to inform you promptly
15. If you have suggestions for improving or clarifying these conditions, please let us know

Agreed by Hirer

Signature:

Print Name:

Date:

Please return to the Bookings Secretary Dr R Allison

Address: The Dovecote, Church View, Egmanton, Newark NG22 0HN

Telephone: 01777871506

Mobile 07973227082

Or Email that you accept and agree to the conditions of hire to: dik.allison@allicon.com