

## **EGMANTON VILLAGE HALL**

### **SPECIAL CONDITIONS FOR HIRERS RELATED TO COVID-19**

#### **USE OF CAR PARK AND LAWN 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.

Your use of the building is strictly limited to the car park and lawn

#### **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 need a risk assessment of your own for this event, stating how you will safely manage your meeting. 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 control the numbers attending and the social distancing of your group in accordance with outdoor legal requirements, noting those who are particularly vulnerable
4. You must make sure that everyone who plans 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
5. 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
6. Entry to any part of the building is strictly not permitted
7. Your group must take away all waste and litter
8. 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 send an Email that you accept and agree to the conditions of hire to: [dik.allison@allicon.com](mailto:dik.allison@allicon.com)