



Wenhaston Village Hall
Hall Road, Wenhaston, Halesworth, Suffolk, IP19 9EP
Charity Number: CN 1001694
Custodian Trustees: Parish Council
Managing Trustees: Management Committee

Special Conditions of Hire during COVID-19

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

1. As the hirer, you 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, and use the hand sanitiser supplied when entering the hall and after using tissues.
2. You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
3. Please ask all attendees to give their name and contact details which you will keep securely for 21 days before safe disposal.
4. Please ensure 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 10 days, and that if they develop symptoms within 10 days of visiting the premises they **MUST use the Test and Trace system to alert others with whom they have been in contact.**
5. In the unlikely event of someone becoming unwell with suspected Covid-19 symptoms while at the hall, please ask them to go home immediately. If the unwell person needs to wait for a lift, ask them to move to the designated safe area which is at the back corner of the hall by the Emergency exit. Before you do so, there is a COVID-19 First Aid box available on the small table by the chair which includes everything necessary. Please fill the small hand washing bowl supplied, with water so the patient can thoroughly wash their hands and use the hand gel etc. Remind them that they **MUST use the Test and Trace system to alert others with whom they have been in contact.**
6. Ask others in your group to provide contact details if you do not already have them and ask them to leave the premises, observing the usual hand sanitising and social distancing precautions, and advise people to launder their clothes when they arrive home. Please inform the Booking Secretary straight away.
7. Please clean frequently used surfaces, such as door handles, light switches, window catches, equipment, toilet handles and seats, taps and all surfaces likely to be used during your period of hire before other members of your group arrive. Please repeat this before leaving. Please use sanitiser gel before operating the window blinds or stage curtains and again afterwards.

The hall cleaner cleans the hall on Sunday morning and carries out an interim clean on Wednesday late morning.

8. Use damp cloths and anti-bacterial spray and please take care cleaning electrical equipment and do not spray directly onto electrical equipment!
9. Please keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. Please ensure they are all securely closed on leaving.
10. To comply with social distancing requirements, we can only allow a quarter of the normal capacity. Numbers of attendees are therefore restricted to 50 seated in the hall or 40 seated at tables with chairs. The MS Committee room is restricted to 6 people and the Tardis to 4 people. Please ensure that numbers of people who attend your activity/event, are such that social distancing can be maintained. Please 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. the kitchen and café bar area. Also during moving and stowing equipment, which should be kept as brief as possible.
11. Please take particular care to ensure that social distancing is maintained for any elderly persons. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.
12. Please position furniture to facilitate people maintaining social distancing of 2 metres and arranging seating side by side, rather than face to face. If tables are being used, please 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. Rows of chairs should be spaced further apart than usual. For larger gatherings special thought should be given to stewarding events.
13. Please disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the outside bins provided before you leave the hall.
14. If drinks or food are made, please ensure that all crockery and cutlery is washed in hot soapy water, dried and stowed away. Folded clean tea towels are available. Please leave to dry on the radiator afterwards and they will be removed and cleaned after 72 hours.
15. If there are safety concerns relating to COVID-19, or in the event that public buildings are required to close again, we will have to close the hall. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.
16. For performances and other events with seated audiences: Please ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row with consideration for others.
17. Where a group uses their own equipment: Please ask those attending to bring their own equipment and not share it with other members. Please ensure that any equipment you provide which is stored at the hall is cleaned before use and before being stored again.
18. Please let the Booking Secretary know if you or your hall users have any concerns.
19. Please ensure that BEST POSSIBLE compliance to the above items is being followed, which will help safeguard all hall users. Thank you.