MORVILLE VILLAGE HALL HIRERS AGREEMENT TO MAINTAIN COVID COMPLIANCE

15 October 2020



Please retain a copy of this working document and return the signed form below.

This document must be signed and returned to Jackie Bowen Secretary for Morville Village Hall, by post or as an attachment to an email.

Morville Village hall will provide a clean and a safe environment for you and your customers. However, we have no control over you or your clients while you are hiring the village hall. For this reason this document assures the trustees of the village hall that you will take responsibility to adhere to the UK laws relating to Covid 19, in force at the time of making use of the facilities. In signing this document you are accepting these responsibilities and adhere to any requirements or procedures within.

C S Caine

Christopher Caine

Chairman Morville Village Hall

Name……………………..

Activity……………………

Signature…………………

Date……………………….

Return Address

Mrs Jackie Bowen

57 Wellmeadow

Bridgnorth

WV15 6DG

Email. Jackiejennings57@gmail.com

**COVID-19 Morville Village Hall Re-opening Questionnaire**

**PLEASE COMPLETE AND RETURN**

**In order for the Committee to make a robust plan of action in readiness for any proposed opening of Village Halls by the Government, it would be extremely helpful if you could complete and return the following questionnaire.**

This can either be via email or post in both cases please return to Jackie Bowen, Village Hall Secretary.

Name of Group

Name of person completing form:

Address:

Postcode:

Email:

Home Tel: Mobile Tel:

**Please tick appropriate answer**

1 How likely are you to return to use the hall? Yes

 No

 Maybe

2 If you wish to return which month would you consider returning?

3 When you return would you wish to hire the hall for normal sessions or would you like something different? Normal Different

 4 Which day or days of the week do you prefer to hire the hall? ……………

 ……………

5 What is your preferred time for hire? Must include time for:

 set up………

 pack away time……….

 **The pack away time includes all required cleaning etc.**

6 Can you be flexible with hire times? Yes No

7 If only a morning, afternoon, or evening slot available which would you prefer? Morning Afternoon Evening

8 Which rooms are required? Main hall and Toilets

 The Above plus kitchen

 The above plus the store area for access to tables

9 Premises equipment needed.

Specific numbers will enable efficient use of cleaner's time.

 Number of Chairs Number of Tables

 Projector Screen

10 **All equipment stored at hall will need to be sanitised before and after use and will be the responsibility of the hirer to ensure this takes place during every session.**

11 Any further comments:

**PLEASE NOTE, The hall will be: thoroughly sanitised and deep cleaned once a week by the hall cleaner.**

**An NHS Track and Trace system is available at the main entrance and in the kitchen. It is your responsibility to maintain track and trace details of your own group**

 **Date, Name Contact details, time of arrival and departure. These details may be inspected by the officers of the village hall.**

**The hiring group will be responsible for cleaning surfaces used regularly during and at the end of hire.**

**Hand Sanitisers will be available on entry and exit to the hall. Soap and paper towels are available in the toilets and kitchen.**

Access will only be allowed during the specific time of hire.

Persons waiting to collect hall users should adhere to social distancing at front of building or remain in vehicle.

A hirer should have their own risk assessment to make sure their customers or members are as safe as possible during the hire period.

If Isolation facilities are require, this will be the room off of the main hall which has its own door to the outside.

The committee will endeavour to maintain the same hire charges. All organisations and groups will be given due warning of any increase.

To comply with Government advice, the Village Hall Committee wish to ensure all users can be guaranteed a safe and sanitised environment in which to return and access our facilities.

A risk assessment will be available but may be subject to change at any time in line with Government and Village Hall Guidelines.

The Village Hall uses personal data for the purposes of managing hall bookings, finances, events, and publicity.

Please tick box to indicate that you agree to us holding your data for booking purposes

The Committee very much value your custom and will try to help with any reasonable request made to make sure your customers are happy using the Village Hall.

**MORVILLE VILLAGE HALL**

**Conditions of Hire during COVID-19**

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

1. **You, the hirer,** will be responsible for ensuring those attending your activity or event comply with the UK Government Covid 19 Laws and guide lines as laid down at the time of the meeting/event. You must maintain COVID-19 secure, 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.

2: You undertake to comply with the actions identified in the hall’s Covid Safety management procedures, you will have been provided with a copy. There is also a copy on the village hall notice board.

3: You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used). You will need to supply your own cleaning products for use during your hire **You will be required to clean again on leaving. The village hall will supply wall mounted hand sanitiser liquid at the entrance, in the hall and in the side room.**

**Please take care cleaning electrical equipment. Use cloths - do not spray**

4: 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 48 hours,** and that if they **develop symptoms within 10 days of visiting the premises** they MUST use the Test, Track and Trace system to alert others with whom they have been in contact. **They must seek a Covid 19 antigen test.**

5: 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 they are all securely closed on leaving.**

6: You will ensure that no more than the legally allowable number of people attend your activity/event as laid down by the UK Government on the day that the event takes place 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 and accessing toilets.

You will make sure that no more than one person uses each suite of toilets at one time.

7: 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.

8: You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2 meters between individual people or groups or 1 meter with mitigation measures such as face coverings and good ventilation or people seating side by side, with at least one empty chair between each person, rather than face to face.

9: 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 **or a distance that is in line with UK Government guide lines.**

10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the kitchen area before you leave the hall. All rubbish should then be disposed of in the black dustbin provided outside the hall.

11**: You will be required to encourage users to bring their own drinks and food, or, You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. There is a new dishwasher provided by the hall in the kitchen.**

12: You will bring your own washing up cloths and clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid which will be available in the kitchen area.

13: **Any Committee member after consultation with the Chairman or Vice Chairmen will have the right to inspect the event and close the hall if there are safety concerns or breach of UK regulations 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.

14: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them and make contact with a family member so arrangements can be made to transport them home, or use the Emergency 111 or if in the event or severe symptoms ring 999.

Provide tissues and a bin or plastic bag, and 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. Inform the Village hall via the bookings number (Sarah Dangerfield 07821003608) or the Chairman Christopher Caine on 01746714362.

15: For performances and other events with seated audiences: You are required to provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets when they can see there is no queue of more than two people

Where a group uses their own equipment: You will be required to ask those attending to bring their own equipment and not share it with other members, or you will as far as possible try to avoid using equipment, which is difficult to clean, You will be required to ensure that any equipment you provide is cleaned before use and before being stored in the hall’s cupboards.

16: You will encourage all those attending your activity to wear face coverings unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

17: Closing: Provision of food and drink MUST cease by 10pm. Any bar or similar activity Must close by 10pm.

**TRACK AND TRACE**

**You the hirer are responsible for maintaining the track and trace details of your customers who attended the event/meeting.**

**The village hall has an NHS Covid Track and Trace system for your use, there is a notice at the main entrance door and in the Kitchen. Please use it.**

