

## Milland Valley Memorial Hall - Special Conditions of Hire during COVID-19

*Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire and do not apply to Nursery School who have their own set of safeguards. Government guidelines currently prohibit the use of village halls for parties and celebrations.*

MVMH Welcomes back all those who hire the hall and will do all it can to accommodate your requirements for a safe return.

You, the Hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall and must undertake to comply with the actions identified in the hall's risk assessment which are currently:

1. Numbers attending the hall be limited to a maximum of **30 persons**.
2. **2 metre** social distancing to be maintained throughout the hall.
3. On entering the hall **all users** over the age of 12 **are required to wear a face covering** (unless they have a health or disability reason to not wear one) **and keep it on** unless it is unreasonable to do so such as during an exercise class or the need to eat or drink something,
4. You are responsible for **wiping down all surfaces** likely to be touched during your period of hire. This to be done **before** and **after** your period of hire using the antiviral spray and paper towels provided. This to include, but not limited to, the surfaces of tables, chairs, door handles and any other equipment used. All **rubbish** should be disposed of in the **relevant bins**, located in the car park.
5. You should set out all the tables, chairs and equipment to be used **prior to your event** and in such a way that complies with **2 metre social distancing** and **avoids face to face contact**.
6. French doors in the main hall and windows in the committee room should be opened to provide **extra ventilation**. They must be **closed** after your event.
7. You will be granted **30 minutes** free hire before and after your normal period of hire to comply with these conditions.
8. When arriving at the hall all users must use the **front doors** and enter the lobby **one at a time**, read the **notices**, sanitise their **hands** using the sanitiser provided and **sign in** unless the hirer has provided the Booking Secretary with a list of **names, addresses** and **phone numbers** of those attending in advance. For events where users may **arrive and leave at the same time** a **one way** system should be followed whereby everyone **enters** by the **front doors** and **exit only** by the **committee room** or **french doors**.
9. You are responsible for ensuring that **before or immediately after** your event the **Booking Secretary** is provided with a list of **everyone attending** the hall to comply with government **Test, Track and Trace** regulations. This **personal data** will be **held for only 21 days**.
10. Only **one person** at a time should enter the **Ladies** toilets, **Gents** toilets and **Disabled/Children's** toilets. On entry the user should change the **vacant** sign to **engaged** and should **wipe down** surfaces and handles **before** and **after** use, using the antiviral spray and paper towels provided.
11. Use of the **kitchen** is **prohibited** unless expressly agreed otherwise. Users are permitted to bring their **own refreshments**.
12. In the event of **someone becoming unwell** with suspected Covid-19 symptoms they should be removed to the committee room, given tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Arrange transport to take them home or call medical assistance. Your event should be **terminated**, and you must **inform** the **Booking Secretary** or Trustees who will arrange for the hall to be specially cleaned prior to the next hiring.
13. You must make sure that **everyone** likely to attend your 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**, and that if they develop symptoms **within 7 days of visiting the hall** they **must** use the **Test, Track and Trace** system to

alert others with whom they have been in contact.

14. **Hirers** should undertake their own **risk assessment** for their events paying particular attention to any **special measures** for their **particular activity** and for persons likely to be **clinically more vulnerable** or with a **disability**.