

# Exton Village Hall (Devon) - COVID-19 Terms & Conditions

*These conditions are supplemental to, & not a replacement for the hall's standard Terms and Conditions of hire*

*This document applies to the person or organisation that hires the hall i.e. the hirer.*

**For social distancing the Hall's Maximum Capacity is temporarily reduced as follows.**

**Maximum capacity (seated) calculated at 1m plus\* spacing.**

**15 persons seated on the main floor area, plus up to 5 persons on stage.**

\*This calculation for 1m plus is for chairs set out at 1.2m centres (110 cm between chairs)

If persons are seated on stage extra care must be observed for health & safety.

**Maximum Capacity (seated) calculated at 2m between chairs.**

**Total 12 persons on the main floor plus up to 3 persons on stage.**

This is calculated as with 1m plus, but chairs set out at 2m between chairs (horizontally).

**For capacity involving the use of tables (or) activities involving exercise or other movement, the number of persons for sensible social distancing may be less than figures shown above.**

***All numbers of persons shown above are an absolute maximum & not a recommendation.***

*The hirer must assess a safe number of persons allowed in the hall based on their particular activity, age groups & situation.*

**In light of the current situation, normal hiring will be restricted to use of the Main Hall, Foyer and WCs.**

If you would also like use of the kitchen & /or Norton Room please advise when making your booking enquiry.

There will be an extra charge for this to cover the associated additional deep cleaning cost (except where the Norton Room is used as a safe area in accordance with item 14 below).

You will also be required to sanitise any additional areas hired both before and after your booking, in accordance with item 3 below.

## **Responsibility.**

(1.) You, the hirer, will be responsible for ensuring that those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall. You and everyone attending your activity must use hand sanitiser on entry and face coverings must be worn upon entering the hall.

(2.) You undertake to comply with the actions identified in the hall's risk assessment, a copy of which you will be provided with.

(3.) **You will be responsible for sanitising** - door handles, light switches, any equipment used including chairs, toilet buttons 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 sanitised through regular cleaning of surfaces during your hire, paying particular attention to hand basins using the sanitising products supplied.

Sanitising products are stored on the stage and will be checked before your hire to make sure they are

available.

Tea towels are not provided. Please provide your own if needed.

You will be required to sanitise again on leaving.

**Hirers will be allowed half an hour before and half an hour after their period of hire to sanitise equipment and surfaces. These two half hour periods will be free of charge and should only be used for sanitisation.**

We respectfully request that hirers do not enter the hall before or after their allocated time of sanitisation and hire, and that they ensure attendees do not arrive before the main period of hire and leave promptly before the final sanitisation is undertaken.

Please take care cleaning all electrical equipment. Use cloths - do not spray directly onto any electrical switch or plug.

**(4.) You MUST keep a record of the date and time the activity started & ended & the name and contact telephone number or email address (ideally both) of all those who attend your event, (or a member of any group of up to 6 people who attend together).**

This can be done by operating an advance booking system to collect these details & then keeping a register of who actually attends.

If you decide to keep the above records on a computer or other device we request that you also keep a paper copy.

Attendees that have a compatible smart phone with the NHS Track & Trace app could also use this to scan the Exton Village Hall QR Code poster displayed in the entrance lobby. We realise that some people will not have this smartphone facility, so as long as you keep records of all attendees contact details as described above that will be sufficient to comply with current regulations.

**Records of attendee's must be kept for 3 weeks after each event**, as in the event of an infection these records will be required by NHS Track & Trace.

(5.) You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. All rubbish should be taken away with you when you leave the hall.

(6.) You will make sure that everyone likely to attend your activity or event at Exton Village Hall understands that they, **must NOT attend** if they or anyone in their household has COVID-19 symptoms, or has experienced such symptoms within the last 48 hours.

If your attendee develops symptoms they must inform you. If their symptoms first occurred within 7 days of their last visit to the hall, then you (the hirer) must immediately notify the hall so that deep cleaning can be carried out.

All persons developing COVID-19 symptoms should immediately book or order a NHS Coronavirus Test.

(7.) You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as possible. You will be responsible for ensuring that they are all securely closed on leaving.

(8.) You will ensure that no more people attend your activity/event than Government regulations

currently allow in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 (unless they are a qualifying group) and that such groups **DO NOT** mingle. You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, and as far as possible observe social distancing of 1m plus mitigation when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept to a minimum. You will make sure that no more than one person uses each toilet at any one time. No more than two people at any one time may use the kitchen and they must maintain social distance of 2m or 1m with mitigation.

(9.) You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or anyone 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.

(10.) You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of six or less people or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group. Face coverings should be worn & good ventilation should be provided. If tables are being used, you will place them so as to maintain social distancing across the table. between people from different household groups who are face-to-face e.g. using a wide U-shape.

**(11.) Users are encouraged to bring their own food and drink.**

The cooking of food (other than heating pre-cooked items) will not be allowed until further notice.

Where food and drink is being provided, it must be served & consumed at tables.

Provision for any food & drink served must cease & be cleared away by 10pm.

**You MUST ensure there is no mingling between groups** at different tables, which must be seated in accordance with item No 8.

(12.) You will ask all those attending your activity to wear a face covering 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 to eat or drink and they should still wear a face covering when entering or exiting the hall.

(13.) In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

(14.) In the event of someone becoming unwell with suspected Covid-19 symptoms whilst at the hall they should be asked to leave immediately & go home (provided that they feel able) & can do so by driving, or live nearby & can easily walk home. If they are too unwell to leave & / or if transport needs to be arranged they must be isolated to the Norton Room (designated as the Safe Area) until they are picked up.

Ensure that everyone else in your group has sanitised their hands and double check they have provided contact details (if you do not already have them). Then ask them to go home observing the usual social

distancing precautions.

Also advise them to wash their hands & launder their clothes when they arrive home.

Provided the unwell person has left or has been picked up, please make sure all taps & lights are turned off, windows & doors are closed, then lock up the hall & go home. Please then inform Exton Village Hall immediately.

### **Cancellations & Closures.**

(15.) We reserve the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and deep cleaning 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 community buildings are 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. Similarly, if you are unable to run your event due to suspected Covid-19 symptoms, you must inform the village hall immediately to cancel your booking. In these circumstances you will not be charged for your hire of the hall but we reserve our right to levy a cancellation fee in relation to 'no shows'.

### **(16.) Terms and Conditions for specific activities.**

#### **Sport / Exercise Activities.**

You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity. You and your attendees will be required to enter and exit the hall wearing a face covering but remove it for the duration of the exercise class. Social distance measures should remain in place at all times.

#### **Drama.**

From 15th August indoor performances have been allowed to recommence, subject to audiences, performances and venues maintaining social distancing requirements. Performers and amateur dramatic groups should adhere to current government guidance at the time of their performance. Cashless payments should be used where possible and only one person (wearing gloves) should handle tickets, any cash or programmes.

#### **Use of Equipment.**

If you or any of your group are bringing your own equipment please do not share it with other members. You will ensure that any equipment you use is sanitised before use and before being replaced.

Due to the ever changing situation with the Covid-19 Coronavirus pandemic the hall will accept no responsibility for information published, or verbal from hall representatives or other hirers. We will endeavour to update these Terms & Conditions as & when rules change.

Current law will take precedent over this publication which was last updated 18th October 2020.

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