



September 2021

Special Conditions of Hire during COVID-19

Please note these conditions are supplemental to, not a replacement for, the Old School Room ordinary conditions of hire, these conditions can change at short notice.

As from the 19th July the Government has decided to relax restrictions as part of Step 4 of the road map. However people will be asked to make informed decisions and act carefully and proportionally to manage the risk to themselves and others. For Village and Community halls all events and activities, and private hires will be able to take place from the 19th July 2021, with risk managed by **hirers** e.g. ventilation, encouraging social distancing, hand washing and using hand sanitiser. It remains important to respect and be considerate of those who are more vulnerable.

The following advice from Public Health England is that the pandemic is not over and each venue needs to complete its own risk assessment, the aim is to minimise the risk of transmission. Each booking will also be risked assessed as certain bookings will currently not be allowed until the pandemic is over or under control.

Condition 1.

The hirer will be responsible for ensuring those attending your 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 entrance, in particular using the hand sanitiser supplied when entering.

Condition 2.

The Trustees will be responsible on agreeing a new capacity for each booking. PHE recommended that each hall needs to consider its current capacity. The Trustees have agreed to reduce the capacity by 40% until further notice, e.g a wedding & craft fair bookings it will be reduced from 100 to 60 this number does not include staff or stall holders.

Condition 3.

The building must be kept well **ventilated** during each event where possible. This function will be difficult as we approach Autumn and Winter. As the overall temperature drops after 5pm it would be impossible to heat and ventilate the building safely to comply with this condition.

For the above reason a booking that requires the hall to be open after 6pm will either be declined or have strict conditions imposed on them.

Condition 4

Singing and dancing can resume but with care. Music can be played but at a volume that is acceptable for the following reasons. 1 As the hall has to be ventilated it is important

not to cause noise nuisance to neighbours. 2 Singing and music should be at a level to allow others in the hall to speak normally without raising their voices this reduces the risk of the virus spreading. **This condition is not be relevant with most bookings but any booking after 6pm which requires music would have to comply with these conditions.**

Condition 5.

Although the legal requirement to wear a face mask has been lifted in all settings, advice from a number of sources recommended that the continued wearing will reduce your risk and others, it is especially important at the Old School Room as guests/ visitors will come into close contact with people you don't normally meet in an enclosed and crowded place.

Condition 7.

The trustees would ask the hirer to try and keep records of names and contact telephone numbers or email of all those who attend your event (at least one member of any group of up to 6 people or 2 households must be provided). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the **NHS QR** poster at the hall entrance to register their attendance. Any person who does not register with a smartphone app then a written record must be kept at the entrance of the hall. If a person refuses you cannot legally stop them entering the hall.

We would ask you to provide a steward on the door to ask visitors to use the QR code and sanitizer there hands before entering

Condition 7.

If you are using the hall for multiple days you will be responsible for cleaning the building between each day. You will need to clean door handles, light switches, window catches, tables and seating, toilet handles, wash basins and all surfaces likely to be used during your period of hire. These tasks must be carried out before members of your group or organisation arrive, it is essential you keep the premises clean during your period of hire, paying particular attention to wash hand basins and kitchen sinks (if used). Cleaning products will be available and will be clearly accessible during your hire.

Please take care cleaning electrical equipment, use cloths, do not use spray.

Condition 8.

The Hirer will try to make sure that everyone attending an activity or event at the Old School Room understands that any guests feeling unwell should stay at home to reduce any risk of passing on this illness to others illnesses onto friends, family, colleagues and others in the community.

Condition 9.

You will be responsible for the disposal of all rubbish during your hire . You will be required to take it away and not leave it by the Council bins.

Condition 10.

In the event of someone becoming unwell with suspected Covid-19 while in the hall you should immediately remove them to the designated area (Blue Room opposite stage) and call for immediate medical assistance. Whilst waiting for medical assistance please provide tissues and a bin. Ask people to leave the premises and launder their clothes as

soon as possible. Once medical assistance has left any tissue must be double bagging. Inform Trustees of incident who will arrange deep cleaning.

Condition 11.

The Trustees have the right to **CLOSE** the premises if there is any safety concerns relating to COVID-19, for example if someone who has attended the hall develops symptoms, deep cleaning would be required or if it is reported to us that the Special Hiring Conditions are not being complied with or in the event where public buildings are required to close at short notice. In the event of having to close at short notice we will do our best to inform you promptly and you will not be charged for the hire.

We hope to relax these conditions early 2022

Please note

The rear section of the building is leased to the Bronte Parsonage. Located between the two sections of the building is an internal fire door. There is a sign on the door stating no admittance unless there is a fire or an emergency. Please respect this sign and do not enter this part of the building unless you have to.

Please sign and date document if you agree to these current conditions and guidance

Signed.....Date.....