



Leonard Stanley Village Hall (Reg Charity No. 284371)

COVID Addendum to Hire Agreement

June 15th 2021

AGREEMENT FOR HIRE DURING CORONAVIRUS RESTRICTIONS

This is an addendum to the standard conditions of hire.

You, the hirer, will

1. Undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
2. Be responsible for ensuring that those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall (displayed on entrance door)
3. You must keep a record of the date and time the activity started and the name and contact number of all those who attend your event. 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 and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster.
4. Ensure that the number of attendees is limited to the number able to maintain social distancing within the government's guidelines in force at the time.
5. Ensure all attendees observe social distancing, paying particular attention to those aged over 70 or likely to be more vulnerable to COVID-19.
6. Ensure the premises are well ventilated, with windows and doors open as far as convenient. You will be responsible for ensuring they are securely closed on leaving.
7. Ensure that all attendees understand that **they must not attend the class or event if** they or anyone in their household has had COVID-19 symptoms in the last fourteen days.
8. Should anyone become unwell with COVID-19 symptoms during your class/meeting they should be sent home immediately. If they have to wait for a lift or require assistance they should be taken to the COVID-19 area in the kitchen. This is situated to the left of the sink. PPE and other requirements are all located in that area along with instructions for use and disposal of any used items. You should notify the hall manager immediately, leave a voicemail if necessary, so that the hall can be closed to other hirers. There are also details of an alternative contact on the instruction sheet. The hall will be closed for 72 hours and then deep cleaned.
9. Ensure all attendees use hand sanitizers provided on entrance and exit to the hall.
10. Be asked to clean all equipment used during your class/meeting, both before and after your hire period. Please ensure that all surfaces which are touched during your hire have been wiped using the sterile wipes provided. If you prefer to use your own please do so but do not use sprays on electrical equipment or light switches etc. There will be a half hour period after your booking which is free of charge for sanitizing in line with COVID requirements.

11. Clean the toilets before and after their session with the wipes provided. Only one cubicle per facility is to be used to minimise cleaning and risk. Only one person to enter each facility at any time – a waiting space is marked in the corridor if necessary. Hand sanitiser should be used before and after using the facilities.
12. Ask those collecting members of your class/meeting to wait outside the hall and maintain social distancing.

Please note:

i) The kitchen will be closed apart from use as a fire exit, COVID-19 isolation point and first aid point.

ii) The hall uses personal data for the purposes of managing Bookings, finance, etc. By signing this Agreement, you will confirm that you agree to Leonard Stanley Village Hall holding data for booking purposes and that you agree to the above points.