

## SPECIAL CONDITIONS OF HIRE REFERRED TO ON OUR WEBSITE

### HELP KEEP THIS HALL COVID-19 SECURE

1. The hirer will be responsible for ensuring everyone likely to attend your activity or event understands that they **MUST NOT DO SO** After 10 days, if the first person to become ill feels better and no longer has symptoms other than cough or loss of sense of smell/taste they can return to their normal routine.

If you live with others, then everyone else in the household who remains well should end their isolation after 14 days. This 14-day period starts from the day the first person in the household became ill. People in the household who remain well after 14 days are unlikely to be infectious, they **MUST**

**a)** scan the QR poster at the entrance to the hall and use the Test, Track and Trace system to alert others with whom they have been in contact

**b)** notify [nvwh.bookings@gmail.com](mailto:nvwh.bookings@gmail.com) and text chairman on 07774 293939.

2. The hirer will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering the hall, which is also displayed at the hall entrances, in particular using the hand sanitizer supplied when entering the hall and after using tissues. To give reassurance to others it is recommended that users use a face mask and unless this becomes compulsory is at the discretion of the hirers **of your activity have cleaned anything you may use including door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. The hall is cleaned daily but we cannot guarantee that all surfaces will be cleaned between each hiring.
3. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
4. **“Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bins provided.
5. **Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
6. **Keep the hall well ventilated. Close doors and windows on leaving.**
7. The hirer agrees to comply with the actions identified in the hall’s risk assessment, which is available on the hall’s website.

#### **N.B.**

1. You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. 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.
2. If agreed when booking, you will be responsible for ensuring that all crockery and cutlery used for drinks is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid.
3. We will have 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 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.