

# Newbald Village Hall – Special Conditions of Hire during COVID-19.



**Newbald Village Hall**

[www.newbald.com/village-hall](http://www.newbald.com/village-hall)

**Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.**

1. You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 secure guidelines when entering and occupying the hall, as shown on the attached poster which is displayed in the hall, in particular using the hand sanitiser supplied when entering the hall and using tissues;
2. You undertake to comply with the actions identified in the halls risk assessment, of which you have been provided a copy;
3. You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group/organisation arrive and keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied own domestic cleaning products. **You will be required to clean again on leaving;**
4. You will ensure that everyone likely to attend your activity or 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 premises they **must** use the test, track and trace system to alert others with whom they have been in contact;
5. To facilitate the Test, Track and Trace system, you will retain a record of all attendees at your booked session, so that in the event of one of your group developing symptoms, other members of the group may be contacted;
6. You will keep the premises well ventilated through your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
7. You will ensure that no more than 30 people attend your event/activity in order to maintain social distancing. You will ensure everyone attending maintains social distancing while waiting to enter the premises and as far as possible when using confined areas. Please note that the kitchen and community room are closed, except in emergencies. The keys are kept in the safe adjacent to the Community Room Door and hirers will be provided with the code for this on the condition the keys are only used on the above basis.
8. The disabled toilet cubicle will be available for users. All other toilet cubicles will be closed. All users of the toilet cubicle must clean surfaces and touchpoints with the sanitiser wipes provided **before and after** use.
9. You will take particular care to ensure social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping the current accepted distance around them going in and out of rooms and ensuring they can access toilets without others being present.
10. You will position furniture or 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 the accepted distance across the table between people who are face to face.
11. **You will be responsible for disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the pedal bin provided in the disabled toilet before you leave the hall.**

**Townside Road, North Newbald, York, YO43 4SL;**

Chair: Jenni Howard, 07952 951255; Bookings: Debbie Tomlinson 01430 827193

Registered Incorporated Charity No: 1176756

12. The Kitchen is closed. If any members of your group bring their own refreshments in to the building, they will be responsible for removing all rubbish at the end of the session.
13. 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.
14. In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should take them out of the hall. Take contact details from all other users of the hall at that time and then leave the premises, observing the hand sanitising and social distancing precautions and ask users to launder their clothes when they arrive home. Inform the hall committee at [newbald.hall@gmail.com](mailto:newbald.hall@gmail.com)

An acceptance of the above terms is a requirement of hire of Newbald Village Hall until Government guidance relaxes restrictions. The management committee will advise immediately of any change.

Please acknowledge your acceptance by email to the address above or by returning the slip below to Debbie Tomlinson, Westfield House, North Newbald, YO43 4SE.

Name:

(Representing organisation):

I acknowledge the amended hire terms in respect of Newbald Village Hall, effective 4<sup>th</sup> July 2020 until further notice.

Signed..... Date:.....

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