

The Victory Hall, Farley Hill

Special Conditions of Hire during COVID-19 pandemic

**These conditions are additional to, not a replacement for, the hall's ordinary conditions of hire.
They are intended to increase the safety of all hall users.**

1. You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines as published and in force at the time of your booking while entering and occupying the hall.
2. You undertake to comply with the actions identified in The Victory Hall's risk assessment, a copy of which we have provided to you and which is also available at www.victoryhalltrust.com
3. You will carry out your own risk assessment for your group's activities, providing a copy to the Trust.
4. You will ensure each person attending each of your events checks in using the NHS app. For those who do not use the app, you will keep a record of their presence at each hiring and their contact details.
5. You will inform the authorities and the Trust if anyone develops symptoms within 7 days of being in the hall.
6. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall, you should remove them to a safe distance from everyone else. Provide wipes, tissues and a bin or plastic bag. Ask all others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions. Advise everyone to launder their clothes when they arrive home. Inform the authorities and the Trust.
7. Each hirer is responsible for cleaning items such as door handles, light switches, window catches, toilet handles and seats, wash basins and other surfaces likely to be used during your period of hire **before** other members of your group arrive and at the **end** of your hire. Please take care cleaning electrical equipment such as light switches – use cloths and do not spray directly!
8. You will make sure that everyone likely to attend your activity 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.
9. You will keep the premises well ventilated throughout your hire, with windows and doors open as far as possible. You are responsible for ensuring they are all securely closed on leaving.
10. You will ensure that no more than 30 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing.
11. You will make sure that no more than one person uses each suite of toilets at one time.

12. The Bishop room is not to be used, as it is too small. If you usually use the Bishop room, please relocate to the main hall.
13. You will take particular care to ensure that 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 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.
14. 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 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. Clean tables and chairs after use and return to their storage positions.
15. You are responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided under the kitchen sink and taking the bags with you.
16. Please minimise the preparation of food and drinks. You are responsible, if drinks or food are prepared, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away OR loaded into a dishwasher and the machine set going. You will bring your own clean tea towels, to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.
17. Where a group uses their own equipment, you will ask those attending to bring their own equipment and not share it with other members.
18. 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 or if public 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. Our liability is limited to this return of your hire fee (and deposit, if paid). We are not responsible for any consequential losses you may incur and you should consider taking out your own insurance for this.

You can contact the Trust at hire@victoryhalltrust.com