

Collingbourne Kingston Village Hall Conditions of Hire
01 September 2020 – Covid-19 special arrangements

These arrangements are under continuous review. The Trustees and Committee will relax them when possible.

Insurance :

The Hall building and its property and equipment are insured. The Hall trustees and committee will not be responsible for any loss or damage to property or for any personal injury within the Hall or within its grounds.

Intoxicating Liquors

Not to be brought into the Hall.

Betting, Gaming and Lotteries

Not permitted.

Smoking is not permitted

The hirer

The minimum age for hirers is 25 years. The hirer is responsible for the maintenance of good order during hire.

Track and trace

Hirers must have a list of all persons attending their event (names, addresses and contact details). If anyone shows Covid-19 symptoms, they are to self-isolate as soon as possible and contact the NHS for a Covid-19 test; they should be given a copy of the list of persons who attended the event. If the test is positive, the NHS will need that list.

Use of the Hall building

Hirers are responsible for cleaning door handles, light and power switches, taps and any other fittings they need to use before their meeting.

All meetings are to take place in the main hall; the stage is out of bounds.

The kitchen and all the stores are also out of bounds and hirers are requested to minimise use of the washrooms. If a washroom is used, this must be reported to the bookings co-ordinator immediately after the hall has been locked up.

The Ruth Fisher room is only to be used in an emergency, for the isolation of anyone taken ill during a meeting, and any use must be reported as above.

The premises must not be defaced (no sellotape, drawing pins, blu-tac etc.) or decorated.

Use of the Hall's furniture

Hirers should indicate what furniture they need for their booking, and this will be put out for them. A stock of furniture is maintained and items will be used in turn so as to maximise the time between uses.

Hirers are responsible for cleaning hard surfaces, table and chair legs etc. (with the materials provided) before their meeting and should wipe down surfaces again after their meeting. Used tables should be folded but NOT returned to the trolley. Chairs should be stacked and the stack(s) kept away from unused chairs.

Report any damage or other problems to the bookings co-ordinator.

Actions by all users

Enter by the lobby door and clean hands thoroughly using the hand gel provided.

Use the lined bin provided for used cleaning materials.

Maintain social distancing during the hiring.

After the hiring

Make sure all waste and refuse is in a lined bin.

Fire Risk

The entrance doors and the rear fire exit must be kept clear inside and outside the hall.

In the event of a fire :

- **Stay Calm** and summon the Fire Brigade by dialling 999
- Use the extinguishers to fight the fire if you can do so safely
- As far as is practicable and safe, close doors and windows to cut air flow to the fire.
- Evacuate all personnel not fighting the fire to the car park.