

# Yettington Village Hall

## Special COVID-19 Conditions of Hire

**Issue date: 1st July 2020 Issue 1.0**

Note: These conditions are supplemental to, not a replacement for, Yettington Village Hall's ordinary conditions of hire, which follow this section

**1.** You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the Hall, as shown on the attached poster which is also displayed at the Hall entrance. In particular, using the hand sanitisers when entering the Hall and after using tissues and washing hands regularly. You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT ATTEND** 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 Track and Trace system to alert others with whom they have been in contact.

You must inform the Village Hall should this occur on **hallhire@yettingtonhall.co.uk**

**2.** Yettington Village Hall has carried out a Covid-19 risk assessment, actions from which have been incorporated into these Special Conditions of Hire. A copy of the Hall's risk assessment is available on request.

**3.** Groups are advised to carry out their own risk assessment for using Yettington Village Hall. An example risk assessment will be sent to users with these Special Terms and Conditions.

**4.** The Hall will be cleaned three times per week, with special attention to handles, knobs, door pushes, toilet facilities and all items which are likely to be touched by users. This is in addition to the normal cleaning activities.

**5.** The Hall will have a deep clean before re-opening.

**6.** You need to bring to the Hall a cleaning spray and cloth, or antiseptic wipes, for your use. Ordinary domestic products are perfectly adequate.

On arrival at the Hall, you will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins, kitchen sinks and all surfaces likely to be touched during your period of hire, before other members of your group or organisation arrive. During your hire you will keep the premises clean through regular cleaning of surfaces, paying particular attention to wash hand basins and kitchen sinks (if used). You will be required to clean again on leaving.

Tables must be cleaned by the user, prior to replacing in storage. After stacking, chairs must have the frames wiped. Please take care when cleaning electrical equipment and light switches: just use cloths - do not spray!

**7.** You will keep the premises well ventilated throughout your hire, with windows and doors

open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**8.** In order that social distancing can be maintained, you must ensure that your event does not exceed the following attendance limits - **Main Hall: 17 people**

**9.** You will ensure that, where possible, everyone attending maintains social distancing while in and around the premises and also when using more confined areas. You will make sure that no more than one person uses the toilet area at one time.

**10.** You will take particular care to ensure that social distancing is maintained for anyone 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 toilet, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

**11.** The limited space available in the kitchen means that social distancing will not be possible. Therefore, anyone working in the kitchen must wear a face covering while in the kitchen, in accordance with government guidelines. Organisers shall limit the number of people in the kitchen at any one time, in order to reduce risk.

**12.** 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 eg using a wide U-shape.

**13.** You will be responsible for the collection and removal of all rubbish created during your hire, including tissues and cleaning cloths. Rubbish bags are provided in the kitchen to enable you to take your rubbish away with you.

**14.** You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed and stowed away so as to reduce risk of contamination between hirers.

**15.** 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 cancelled hirings.

**16.** In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Hall, you should remove them to the designated safe area, which is the **DISABLED TOILET**. Tissues, PPE, plastic bags and handwashing facilities will be available there, for use by those dealing with the patient. These items must not be removed or used for general purposes.

If this occurs, the function in progress must end immediately. Someone from your group must be designated to look after the ill person, to ensure an ambulance is called or that the ill person is seen safely home. The person taken ill, or their relative/carer, must ensure the ill person is tested for Covid-19 and inform Track and Trace. Ask 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 and advise them to launder their clothes when they arrive home. Inform the Booking Secretary of the occurrence on [hallhire@yettingtonhall.co.uk](mailto:hallhire@yettingtonhall.co.uk)

**17. Checklist of additional items users need to bring to the Hall:**

- cleaning spray and cloth or antiseptic wipes.
- face masks/coverings if using the kitchen.

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## **Yettington Village Hall Terms and Conditions of Hire**

1. The Hirer must be 18 years old or over.
2. All events must cease at 11pm, except for New Year's Eve, when events must cease at 1:00 am.
3. Hall hire includes use of the external grounds.
4. Payment for the hire of Yettington Village Hall must be paid before the event by direct payment to Lloyds Bank, account name: Bicton Parish Recreation Room, account No: 00501573; sort code: 30-94-36, adding your name as the reference. Alternatively, payment may be made by cheque made out to Bicton Parish Recreation Room and sent to the Booking Secretary, Sandycross Farmhouse, Yettington, Budleigh Salterton, EX9 7BW.
5. Twenty-eight clear days notification should be given in the event of cancellation otherwise the payment will be forfeited.
6. Access to the Hall can be gained via a key safe to the left of the front door; the code will be issued to you during the week prior to your event. Please check with the Booking Secretary on [hallhire@yettingtonhall.co.uk](mailto:hallhire@yettingtonhall.co.uk)
7. Yettington Village Hall does not hold a Premises Licence, however the hirer can apply for TEMPORARY EVENTS NOTICE (TEN) from the EAST DEVON DISTRICT COUNCIL, which permits the provision of all 'Licensable Activities' at all times subject to the following conditions: • All doors and windows must be closed whilst internal amplified music is provided and the volume of such music must be controlled so as not to cause undue annoyance to nearby residents (this applies particularly after 10:00 pm) • External amplified music must not be played between 11pm and 9am daily.
8. The Hirer shall take all necessary steps to ensure that all persons using Yettington Village Hall conduct themselves in such a way so as not to cause a nuisance to other

persons or residents and that if arriving by car, due consideration is given to neighbouring residents.

9. Vehicles and their contents are left in the car park area at the owner's risk.
10. The maximum number of people using the Hall during the period of hire must not exceed 50 people.
11. No Smoking is permitted in any area of Yettington Village Hall. Smoking is permitted in the grounds for which a cigarette bin is provided by the front door in order that cigarettes can be extinguished safely. The Hirer is responsible for ensuring that no lighted cigarettes remain.
12. No dogs, except guide dogs, are allowed on the premises.
13. Real Flame must not be used on the premises. This includes the use of night-lights, candles, sparklers or any similar form of illumination.
14. Suitable arrangements must be made by the Hirer, for the evacuation from the building, should the need arise, of all disabled users of the Hall. Sufficient assistance from able-bodied individuals must be provided.
15. The Hirer accepts that the information sheet provided by the Village Hall Trustees, entitled 'Public Safety' forms part of the Terms and Conditions of Hire.
16. No nails or drawing pins etc shall be used to affix posters or decorations to walls, doors, etc. Blu-Tac is acceptable but all traces should be removed immediately before the end of hiring.
17. The Hirer is responsible for leaving Yettington Village Hall in the same state of order and cleanliness as they find it. Should it be necessary to have the Hall cleaned, the Hirer shall reimburse the Village Hall Trustees on demand, any charges incurred. All rubbish to be collected and taken away from the Hall by the Hirer.
18. The Hirer shall reimburse the Village Hall Trustees on demand, the cost of making good any damage to Yettington Village Hall or its contents and equipment (however arising). Any damage should be reported to **hallhire@yettingtonhall.co.uk** as soon as possible and noted in the file kept in the kitchen.
19. At the end of the hire period, the Exit Checklist to leave the Hall as found should be followed. Failure to adhere to this checklist may result in an additional charge being levied.
20. The Trustees of Yettington Village Hall reserve the right to refuse any booking.
21. Yettington Village Hall Trustees do not accept responsibility for any loss, damage or theft of personal belongings howsoever caused.
22. If through circumstances beyond control (e.g. general election, civil emergency, damage to the building) it is necessary to cancel your booking payment will be refunded but the Village Hall will not be liable for any further compensation.

## **PUBLIC SAFETY**

Yettington Village Hall operates in accordance with the Terms and Conditions of its Public Liability Insurance Policy.

The HIRER is DEEMED to be "THE RESPONSIBLE PERSON" for the event, activity or function, who has legal duties with regards to the safety and welfare of those persons assisting or attending during the period of hire.

As The Responsible Person you are to ENSURE that the following procedures are adhered to:-

1. No Smoking is permitted inside Yettington Village Hall.
2. Fire exits must be kept clear and unobstructed at all times. Every Fire exit must be capable of being opened at all times.
3. Fire Doors must not be secured open.
4. Real Flame must not be used on the premises. This includes the use of night-lights, candles, sparklers or any similar form of illumination.
5. Illuminated 'EXIT' signs must not be extinguished or dimmed.
6. In the event of the FIRE ALARM OPERATING the Hirer is responsible for evacuating the building in accordance with the emergency signs on display. A roll call is to be taken at the assembly point as directed. Ensure that no-one re-enters the building.
7. Devon and Somerset Fire & Rescue Service must be called to any outbreak of fire, however slight. Dial 999 (112) and the Committee must then be informed as soon as is reasonably practical on **hallhire@yettingtonhall.co.uk**
8. The use, breakage or shortage of any of the safety equipment provided must be reported immediately to the Booking Secretary on **hallhire@yettingtonhall.co.uk** who, depending on severity, will decide if the planned event can still take place.
9. No explosive, toxic, hazardous or highly flammable substances including all types of pyrotechnics and balloons filled with flammable gas shall be permitted on the premises.
10. No portable heating appliance shall be permitted on the premises.
11. The use of strobe and laser lighting will only be permitted on the premises, when full details of its use have been presented to and agreed by the Booking Secretary.
12. When minors are present one or more adults must be in attendance at all times. No children under 12 years of age are allowed in the kitchen unless accompanied by an adult.
13. To comply with Food Hygiene Regulations please observe the food safety precautions displayed in the kitchen.

## **EXIT CHECK LIST**

### **Rubbish**

It is the responsibility of the Hirer to remove all rubbish away from the Village Hall - rubbish bags are available in the kitchen.

### **Cleaning**

Cleaning materials, mop, vacuum cleaner etc, are located in the storage area beyond the kitchen for your use. Please ensure all floors are clean, if necessary please sweep floors and vacuum carpets/rugs.

### **Hall**

Please ensure: • to sweep the floor • All chairs and tables are cleaned and put away carefully where they are stored • the windows and doors are securely closed • the fridge is emptied and clean • all the lights are switched off • to remove all rubbish.

### **Kitchen**

Please ensure • anything that has been used is to be cleaned (see below) and returned to the clearly labelled cupboards and all windows are closed • the sink is drained and cleaned • the microwave is cleaned • the work surfaces are clear and clean • the lights are off • to remove all rubbish.

### **Toilet**

Please ensure • the basin is drained and cleaned • the hot water switch is off • the lights are off • to remove all rubbish.

### **On Leaving the Building**

Please • turn off entrance lobby lights • ensure all doors are locked • ensure the door key is securely locked in the key safe • remove all rubbish • ensure the Village Hall is secure.

*Please leave the Village Hall clean, tidy and as you found it, ready for the next hirer, thank you.*