

# DIDMARTON VILLAGE HALL

## Terms and Conditions of booking & information

**Health and Safety** – The hirer of the hall must be over 25 years old and is responsible for the building, the non-smoking laws and the behaviour of all present. Please take note of all the fire exits and fire-fighting equipment. All corridors and exits must be kept clear at all times. Food hygiene is the responsibility of the hirer.

**Alcohol** – the hirer is allowed to sell alcohol and is responsible for all legal aspects including but not limited to age checks

**Noise** – consideration should be given to local residents during events and particularly when leaving the hall

**Maximum Capacity** – In accordance with the health and safety and licensing regulations the hall capacity is as follows

Non-seating 200

Seated at tables 80

Closed Seating 120

**Equipment** – Hirers are solely responsible for any damage to fabrics, furniture or equipment and any misuse.

Doors

The double doors to the patio must be hooked back when left open.

The main door must be closed when not in use.

**Cricket square** – Please stay off the roped off cricket square and give due consideration to the Cricket Club if a match is being played at time of hire

**Hot water and heating inside the hall** – The hot water switch can be located in the kitchen next to the kettle. The heating button is located in the main hall on the righthand side, which when pressed gives an hour of heating boost.

**Dogs** – All dogs must be kept on a lead when on the field and around the park area. Poo bins can be found on each entrance to the park.

**BBQs** – No disposable BBQs are allowed on the grass or car park

**On leaving the hall** –the hirer must ensure -

All furniture including all tables and chairs must be returned to their original location at the end of hire and trestle tables must be stored back safely and correctly in their trolley. Plastic chairs should not be stacked more than 8 high.

If anything has been stuck to the wall (for avoidance of doubt only blue tack or a suitable alternative is permitted ) then such items including blue tack must be removed

The dishwasher is emptied and cutlery/crockery put away unless agreed with the Hall Manager

Hot water is switched off

All toilets are flushed and the floors are swept (cleaning cupboard located in disabled toilet)

Any breakages to be reported to Booking Secretary who may withhold all or any of the booking deposit pending a satisfactory resolution of such breakage or breakages. In the event of any dispute a report shall be made to the DVHCC whose decision shall be final as to the release of the deposit( or any part of it) to the hirer.

All windows including toilet windows are shut and fire exits and doors shut and locked. All lights are turned off including outdoor light (info on the wall by the outdoor light button)

#### Green Policy/Waste disposal

Hirers to comply with the Village Hall Green Policy to include

- 1) Disposing of general waste in the SITA bin located at the top of the car park
- 2) Where requested by the Hirer and for no fee, the Village Hall will provide recycling bins. Recycled waste to be placed in the SITA BIN marked for re-cycling, otherwise excess recycling waste to be taken off site by the hirer

#### Safeguarding Policy

Hirers to comply with its own Safeguarding requirements but must read and respect the Village Hall Safeguarding policy

#### **Covid -19 Secure Guidelines**

**The below conditions should be complied with in addition to the above standard Ts &Cs, and take precedent**

DVHCC has carried out its own risk assessment of your use of the Hall. You must however comply with your own responsibilities at all times as required by the legislation and if in any doubt consult your own insurers before hire. In addition you must comply with the following

SC1 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 poster which is displayed on the attached poster and at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues

SC2 You undertake to comply with the actions identified in the hall's risk assessment, of which you will be provided with a copy

SC3 You will be responsible for cleaning door handles, light switches, window catches toilet handles and seats wash basins and all surfaces likely to be used during your period of hire **before** other members of your group arrive. You will be required to clean **again on leaving** using either the products supplied (which will be in clearly accessible location) or your own ordinary domestic products.

Please take care cleaning electrical equipment. Use cloths do not spray.

SC4 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 48 hours and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test ,Track and Trace system to alert other with whom they have been in contact. They must seek a COVID-19 antigen test.

SC5 You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6 You will ensure that only the number of people you confirm to us when booking will attend your activity/event, in order that social distancing can be maintained. You will ensure social distancing of 2 m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises that they observe the one-way system within the premises and as far as possible observe social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets, which should be kept as brief as possible. You will make sure no more than one person uses each suite of toilets at one time. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas

(e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than [e.g. two] people use each suite of toilets at one time.

SC7 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. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8 You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape

SC9 You MUST keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event ( or a member of any group of up to 6 people who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using the smartphone app and the hall's NHS QR poster or your own QR poster.

SC10 You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the Covid bin provided before you leave the hall or taking all rubbish away with you when you leave the hall.

SC11 You will encourage users to bring their own drinks and food

SC12 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 Special Hiring Conditions above are not being complied with, whether by you or other hirers or in the event that public buildings are asked or required to

SC13 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 (the Car Park) Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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 hall cleaner Sarah Nightingale.

SC14 In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC15 You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.