

EAST DEAN AND FRISTON VILLAGE HALL (The Trust)
One-off Hire Agreement

Please answer all questions in this Agreement. If any are not relevant or not applicable, please state N/A

This Hire Agreement between The Trust and the Hirer is dated

The Trust shall mean:

1. Entity	The Trustees
2. Address	East Dean & Friston Village Hall Off Gilberts Drive East Dean Eastbourne BN20 0DR
3. Name of Trust's representative	Tina Woodley-Roberts, Hall Manager
4. Contact telephone number	01323 423110
5. eMail address	tina@edfvillagehall.org.uk
6. Registered Charity number	1077992

The Hirer, who must be over 18 years old, shall mean:

7. Name or representative <i>By signing this Agreement this person confirms that he/she has the authority to do so. They must provide evidence of that status if requested.</i>	
8. Organisation, if applicable	
9. Address	
10. Landline telephone number	
11. Mobile telephone number	
12. eMail address	
13. Company Registration or Charity number, if applicable.	

14. The Trust agrees to permit the Hirer, for the Hire Fee, to use the Identified Premises, for the Hire Period for the Purpose, and on the terms and conditions all as listed below.

Hire Period

15.	From	To
Day		
Date		
From		

16. Times include preparation and clearing up as the Identified Premises are only available for the times stated.

Identified Premises

17. Select either East Dean Hall (Large Hall) or Friston Hall (Small Hall) or both:

	Yes/No
East Dean Hall	
Friston Hall	
Will use be made of the Kitchen?	
If 'Yes' to previous question, will the usage be heavy or light?	

18. The Hirer should note that the kitchen may need to be shared unless both Halls are hired.

The Hire Fee shall be:

19. Fee	£
20. Deposit of one-third of the Hire Fee or £35.00 whichever is the higher.	£
21. Balance to be paid 30 days prior to the start of the Hire Period.	£
22. In addition to the Hire Fee a damage/loss deposit will be required and must be received at least 30 days before the event. The damage/loss deposit will be refunded within 28 days of the end of the event provided no damage or loss has	£

been caused to the premises and/or contents during the Hire Period.	
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23. Cheques should be made payable to East Dean and Friston Village Hall Trust & posted to the address above.

24. Payments may be made on-line into the Trust's Barclays Bank account using the following:

- Account number 20318213
- Sort code 20 27 91
- Important; please state hirers surname & date of event (format dd-mm-yy) as the reference.

Purpose of Hire

25. Please provide an accurate description as this will help us plan for events before and after your event.
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26. Approximately how many will be attending; as a guide the capacity of East Dean Hall is <i>circa</i> 140 (no stage extension) and for Friston Hall <i>circa</i> 60. The final number will depend on the activity and table/seating configuration.	
27. Will the event be public or private	
28. Will use be made of the audio/visual facilities? (Yes/No)	
<i>If yes, will technical support be required? (Yes/No)</i>	
29. Will alcohol be provided? (Yes/No); <i>if alcohol is for resale, the Hirer is required to seek a Temporary Event Notice from Wealden District Council. This needs to be obtained at least 10 days in advance and a copy must be provided to the Hall Manager no less than one week prior to the event.</i>	
30. Will the stage extension be required? (Yes/No); <i>if yes, a charge of £50.00 will be made for each build and dismantling</i>	
31. Will tablecloths be required; if yes, a laundry charge of £10.00 will be made.	

32. Subject to availability and with the approval of the Hall Manager, the Hirer may use the Hall's tables, chairs, glasses, crockery, cooking utensils, table clothes, cleaning materials and utensils. With the exception of soiled tablecloths/tea towels, these items must be returned to their allocated storage location in a clean condition. Soiled table cloths/tea towels should be placed in the laundry bag. In

the event that the Hirer closes down the Hall at the end of their function, their attention is drawn to the close down instructions that are included in Appendix 2 of this Agreement.

Standard and Other Conditions

- 33. The Hirers attention is drawn to the Standard Terms and Conditions that are included in Appendix 1 and form part of this Agreement an understanding of which the Hirer acknowledges.
- 34. The Hirer agrees to be present during the Hire Period; if he/she cannot be present, then they must ensure a responsible person is. In the event the Hall is left unoccupied at any time the Hirer must advise the Hall Manager or Hall Team Assistant.
- 35. The Hirer agrees to cease all music by 23:00 hours and to vacate the Identified Premises by 23:00 hours

Special Conditions:

- 36. See Appendices 4- 6 hereafter

Contact Details

- 37. Hall Manager; 01323 423110 Hall Team Assistant; 01323 423204/07955 471051

Attestation


- 38. The Hirer acknowledges receipt of and agrees to comply with the Schedule of Conditions and Terms on pages 5 to 13 inclusive which are incorporated herein. The Hirer is requested to execute this Agreement below.
- 39. Pages 1 – 4 should be returned to the Hall Manager.

The Hirer

I/we agree to pay to The Trust the Hire Fee, to use the Identified Premises, for the Hire Period for the Purpose and on the other terms, all as listed above and on any related attachment.

Signed	Print name:
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The Hall Manager on behalf of The Trust

Signed 	Print name: Tina Woodley-Roberts
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Revised 20 June 2020

Appendix 1
Hire Agreement

SCHEDULE OF STANDARD TERMS & CONDITIONS

The terms The Trust, Hirer, Identified Premises, Hire Period and Purpose have the meanings attached to them in the associated Hire Agreement.

If the Hirer is in any doubt as to the meaning of any of the following they should contact the Hall Manager.

1. Supervision

THE HIRER will, during the Hire Period, be responsible for supervision of the Identified Premises, the fabric and the contents; their care, avoidance from damage however slight; or change of any sort and the behaviour of all persons using the Identified Premises whatever their capacity. As directed by the Hall Manager, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

2. Use of Identified Premises

THE HIRER shall not use the Identified Premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use them, or allow them to be used, for any unlawful purpose or in any unlawful way, nor do anything to bring anything onto them which may endanger them or render invalid any insurance policies in respect of them.

THE HIRER shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places, provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The Hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner and so as not to cause a fire.

THE HIRER shall ensure that no equipment is used or activity takes place which could result in the setting off of smoke/heat alarms or emergency services being required. No smoking, naked flames are permitted inside the Identified Premises and no BBQs are allowed, except they may be used on the grass area outside Friston Hall, provided they are attended to by a responsible adult at all times.

THE HIRER shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Hall Manager. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

3. Licences

THE HIRER shall ensure that the Trust holds relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, the hirer holds a licence.

THE HIRER shall be responsible for obtaining such licences as may be needed for the sale or supply of intoxicating liquor.

4. Gaming, Betting and Lotteries

THE HIRER shall ensure that nothing is done on, or in relation, to the Identified Premises in contravention of the law relating to gaming, betting and lotteries.

5. Public Safety Compliance

THE HIRER shall comply with all conditions and regulations made in respect of the Identified Premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

THE TRUST has an obligation to comply with its Premises Licence. The Hirer is required to make themselves aware of and comply with the contents of that Premises Licence and, in signing this agreement, confirm that they have done so. The Premises Licence can be viewed on the Hall's website or a hard copy is available for inspection, by appointment, at the Hall.

THE TRUST has instigated a 'Risk Assessment' and 'Fire Risk Assessment' for the Village Hall. The Hirer is required to make themselves aware of and comply with the contents of those risk assessments and, in signing this agreement, confirm that they have done so. The risk assessments can be viewed on the Hall's website or a hard copy is available for inspection, by appointment, at the Hall. The Hirer may need to supplement the Hall's Risk Assessments with their own depending on the activity being undertaken. It is the Hirer's responsibility to assess that need and the Trustees accept no responsibility for any deficiency in this respect.

6. Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer. No food to be left on Identified Premises without prior permission.

7. Electrical Appliance Safety

THE HIRER shall ensure that any electrical appliances brought by them to the Identified Premises and used there, shall be safe and in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided, the Hirer must make use of it in the interests of public safety. Work, modifications or changes to the fixed electrical installations is not allowed. Any specific requirements must be addressed to the Hall Manager.

8. Indemnity and Insurance

(a) The Hirer shall be liable for:

(i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises.

(ii) all claims, losses, damages and costs made against or incurred by the Trust, its employees, volunteers, agents or invitees (past and present) in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and

(iii) all claims, losses, damages and costs made against or incurred by the Trust, its employees, volunteers, agents or invitees (past and present) as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and

subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Trust and their employees, volunteers, agents and invitees (past and present) against such liabilities.

(b) The Trust shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, in its discretion and in the case of non commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above.

A summary of the insurance cover provided by The Trust is shown in Appendix 3 of this Agreement. If any further detail of The Trust's insurance cover is required, please advise the Hall Manager. The Trust shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the Trust and its employees, volunteers, agents and invitees (past and present) against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

Where the Village Hall does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above or if the Hirer is a commercial association or a profit making organisation they agree to obtain third party public liability insurance for their event for a minimum amount of £5,000,000 for any one occurrence or series of occurrences arising out of one event. The Trust accepts no liability for any claims arising thereof. Evidence that the Hirer has the necessary insurance in place will be required. The Hirer shall take out adequate

insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Hall Manager. Failure to produce such policy and evidence of cover will render the hiring void and enable the Trust to rehire the premises to another Hirer.

The Village Hall is insured against any claims arising out of its own negligence.

9. Accidents and Dangerous Occurrences

Any failure of equipment belonging to the village hall or brought in by the Hirer must be reported as soon as possible. The Hirer must report all accidents involving injury to the public to the Hall Manager or a member of the Trust as soon as possible and complete the relevant section in the village hall's accident book. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre. The Hall Manager will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

10. Drunk and disorderly behaviour and supply of illegal drugs

THE HIRER shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.

11. Fly posting

THE HIRER shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the Identified Premises and shall indemnify and keep indemnified each member of the Trust and their employees accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

THE HIRER must comply with the Trust's policy for using notice boards within the Identified Premises' and on notice boards around the village.

12. Stored Equipment

Any equipment or property stored in the Identified Premises can only be so with the permission of the Hall Manager. Such stored equipment or property must be kept in a tidy state within the allocated space.

The Trust accepts no responsibility for any stored equipment or other property brought onto or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Trust may use its discretion in any of the following circumstances:

- . 1 Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.
- . 2 Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Trust disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

13. Animals

THE HIRER shall ensure that no animals (including birds) except assistance dogs are brought into the Identified Premises, other than for a special event agreed by The Trust. No animals whatsoever are **allowed in the kitchen at any time.**

14. Childcare Act 2006

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006 and only fit and proper persons who have passed the appropriate Disclosure & Barring Service (DBR) checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Hall Manager with a copy of their DBR check and Child Protection Policy on request.

15. Film

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

16. Sale of Goods

THE HIRER shall, if selling goods on the Identified Premises, comply with the provisions of appropriate legislation and regulations for the supply and selling of such goods.

17. Cancellation

IF THE HIRER wishes to cancel the booking before the date of the event, the Trust reserves the right to withhold part or all of any deposit paid.

THE TRUST reserves the right to cancel this hiring in the event of:

- .1 The Identified Premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- .2 The Trust reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- .3 An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.
- .4 The premises becoming unfit for the use intended by the Hirer

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Trust shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

18. Refusal of Booking

THE TRUST reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving notice in writing to the Hirer if they consider the Identified Premises is being used for an unsuitable purpose.

THE HIRER shall be entitled upon such notice to reimbursement of such monies including the deposit, or a proportion of it, paid by the Hirer to The Trust. The Trust shall not be liable to make any further payment to the Hirer.

19. End of Hire

THE HIRER shall ensure that, for an evening booking, all music will cease by 23:00 hours and that the Identified Premises are vacated by 23:00 hours, or such other times appropriate to any licence extension.

THE HIRER shall be responsible for leaving the Identified Premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced, otherwise The Trust shall be at liberty to make an additional charge.

20. Noise

THE HIRER shall, in consideration of local residents, and as required by granted licences, keep music volume down to a reasonable level, and ensure that noise generally is kept to a minimum on arrival, during the event and on departure from the Identified Premises.

THE HIRER must ensure that all windows and doors are closed and, in hours of darkness, curtains drawn closed whilst music is playing.

If one has been prepared, **THE HIRER** must comply with the noise plan.

21. Privacy Notice

The Trust's Privacy Notice can be viewed on our website at

<http://www.edfvillagehall.org.uk/documents/EDFVH-Privacy-notice-v1-May-2018.pdf>

Acceptance of these Standard Conditions shall include acceptance of the Privacy Notice.

By signing this Agreement on page 4, the Hirer agrees acceptance of these Standard Terms and Conditions.

Revised 14 February 2020

Appendix 2 Hire Agreement

HALL CLOSE DOWN INSTRUCTIONS

If arrangements have been made for the Hirer to close down the Hall at the end of their event, the following task, as relevant, should be addressed.

A full version of the close down instructions are in the document holders in both Halls adjacent to the light switches and on the back of the Cleaners' cupboard door. The full version includes a diagrammatic guide to the placement of chairs in both Halls.

Generally

1. Please leave the Hall as you found it, hopefully in a clean and tidy state. Please sweep or dry mop the floor(s); if necessary, wet mop any spillages, etc.
2. Replace all equipment, tables, chairs, utensils, glasses, crockery, etc in their correct storage space in a clean condition.
3. Put any dirty tablecloths, tea towels, etc in wash-bag for laundry & leave in cleaners' cupboard; fold up all clean tablecloths and put away.
4. All lights to be turned off.
5. Please check that all external doors and windows are securely locked.
6. Curtains must be draw open.
7. Ensure all internal doors are closed; they should not be wedged open – some are fire doors.
8. Cleaning utensils and materials can be found in the Cleaners' Cupboard.

Specifically; Kitchen

9. Check both counter top boilers are switched off.
10. Check gas is switched off.
11. Remove any of your contents from the fridge; likewise from the fridge and freezer in the Committee Room.
12. Check dishwasher is turned off, drained and clean.
13. Empty kitchen bin if more than half full or contains waste food into the outside Euro-bin which is located in the Hall's Car Park. Replace bin liner. If the footway to the Car Park is unsafe (eg when dark, icy, etc) place the waste in the small wheelie bin outside the back Kitchen door.

Security

14. Unless other arrangements have been made with the Hall Manager or Hall Team Assistant, set the security alarm on exiting the building.
15. Ensure both leaves of the front door are securely bolted top and bottom on exiting the building.

Revised 20 June 2020

Appendix 3 Hire Agreement

HIRER'S LIABILITY GUIDE **Who is covered by the Trust's Insurance Policy** **and** **Who is not**

Relevant Extract from The Trust's Insurance Policy

Hirers' Liability- Our Five Step Guide to Determine Who is Covered by Your Policy

As you may be aware, Hirers' Liability cover is automatically included under your policy. In order to benefit from this cover users of your premises would need to comply with the following points.

1. They are a charity or non-commercial organisation
2. They do not carry out any activities at venues other than your premises
3. They do not make any profit from their meetings other than that reinvested back into the club or for charitable purposes
4. They do not have any paid employees
5. They do not carry out any excluded activities as listed on endorsement 215 - a copy of which can be found in your policy booklet

Hirers' Liability extends your Public Liability insurance to provide cover for any non profit-making hirers of your premises. This is provided at an indemnity limit of £5million. A non profit-making hirer is any club or society that does not make money out of their operation. They may take money providing that this is invested back into the club.

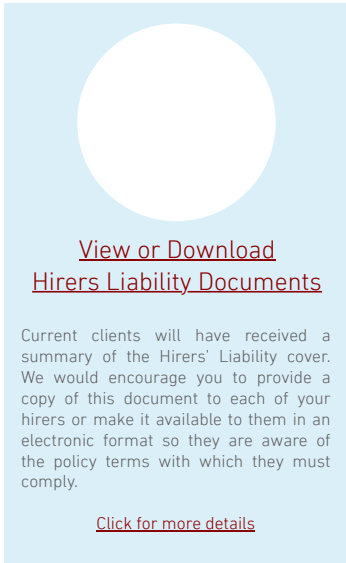
If any hirer does not comply then they would need to arrange their own Public Liability insurance to cover their activities.

Commercial organisations require separate cover for their business activities. So if, for example, a keep-fit instructor who visited several community buildings in the area held a class at your premises they would be expected to arrange their own Public Liability insurance as this would be deemed a commercial activity. This would also apply to events such as furniture sales. If any national organisations such as the scouts hire the premises they would also be expected to hold their own liability cover.

Any private events such as parties or weddings which are held at your premises would be automatically covered, as well as individuals fundraising on behalf of a Charity.

This would extend to the activities of clubs or sports teams at your premises such as Bowls Clubs. However, if such clubs are involved in a league and play fixtures away from the Hall then they would need to arrange separate public liability insurance to cover these activities.

If this causes any concerns or if you require further clarification then please contact us.



[View or Download
Hirers Liability Documents](#)

Current clients will have received a summary of the Hirers' Liability cover. We would encourage you to provide a copy of this document to each of your hirers or make it available to them in an electronic format so they are aware of the policy terms with which they must comply.

[Click for more details](#)

Please address any queries or requests for clarification to the Hall Manager.

Revised 21 April 2017

Appendix 4

The following pages lists details of amendments to the preceding pages arising out of Covid-19 security.

These amendments will be kept under review as guidelines change.

The overriding principle adopted in these amendments is that it is the Hirer's responsibility to manage their event such that it complies with the current government guidelines and guidelines of national governing bodies for the relevant activity.

Please note the following statement issued by the spokesman for Sussex Community Buildings:

"The Health Protection Regulations in force at the moment put all the onus of risk assessment and compliance with social distancing on the organiser of the activity and on the participants. If either of these feel they cannot remain within the guidance for their particular activity it is their responsibility not to book the hall for this activity or not to participate in it."

Covid-19 amendments to the Standard Hire Agreement

Clause	Amendment
17 & 18 <i>Premises</i>	The Kitchen will be out of use until further notice. The Male, Female and Committee Room Toilets will be out of use until further notice. The Disabled Toilet will be available for use by all.
19 <i>Hire Charge</i>	Add charge for sanitise clean; £5.
26 <i>Capacity</i>	The Hirer will be responsible for managing the capacity of the Premises so as to comply with all social distancing guidelines.
28 <i>Audio/Visual</i>	Restrictions arising out Covid-19 may impact on the availability of the audio/visual facilities.
30 <i>Stage</i>	The Stage and Stage extension will not be available until further notice.
31 & 32	<p>Until further notice the following will not be available:</p> <ul style="list-style-type: none"> - Tablecloths - Glasses - Cutlery - Rubbish disposal facilities - Tea towels - Crockery - Kitchen utensils <p>Use of other Hall equipment may be restricted.</p>
33 <i>Conditions</i>	See below for amendments to the Standard Conditions.
36 <i>Special Conditions</i>	The Hirers attention is drawn to the Covid-19 supplementary Special Conditions in Appendix 6. Also, to the Supplementary Covid-19 Risk Assessment in Appendix 7.

Covid-19 amendments to the Standard and Other Conditions

Clause	Amendment
6 <i>Health & Hygiene</i>	Add the following: The Hirer is to comply with all government and national body guidelines and legislation, arising from Covid-19 security measures.
12 <i>Stored Equipment</i>	Add the following: It is the Hirer's responsibility to ensure any stored equipment has been sanitised prior to being placed in storage.
15 <i>Film</i>	The Hirer must comply with the government guidelines
20 <i>Noise</i>	Windows and doors, as appropriate should be opened to provide ventilation.

Covid-19 amendments to Hall Close Down Instructions

Item	Amendment
1 – 13	Amendments to Clauses 31 – 32 Standard Hire Agreement above will apply.
9 – 13	The Kitchen will be out of use until further notice.

Appendix 5

Covid-19 Special Supplementary Conditions

These conditions are supplemental to, not a replacement for, the Hall's Standard Conditions of Hire; they will, however, take precedence the Hall's Standard Conditions of Hire.

Government or relevant governing body guidelines and legislation or will override any of the foregoing condition as relevant.

SC01:

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 posters which are displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the Hall and after using tissues.

SC02:

You undertake to comply with the actions identified in the Hall's Risk Assessment, of which you have been provided with a copy.

SC03:

The Hall will be cleaned before you arrive.

SC04:

You will make sure 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 previous 48 hours, and that if they develop symptoms within 10 days of visiting the premises they MUST book a swab test. If that test fails use the Test and Trace system to alert others with whom they have been in contact.

SC05:

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.

SC06:

You will ensure that the number of people attending your activity/event, will be limited in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes a 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.

SC07:

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.

SC08:

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.-

SC09:

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 their smartphone app and the hall's NHS QR poster or your own NHS QR poster.

SC10:

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

SC11:

Until further notice the Kitchen will be closed. Hall users will need to bring their own drinks and food if needed.

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 these Special Hiring Conditions 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.

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 which is the Committee Room. 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 Manager on 01323 423110.

SC14:

For events with more than 30 people you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

SC15:

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.

SC16:

Other special points as appropriate:

Where a sport, exercise or performing arts activity takes place:

You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

Where a group uses their own equipment:

You will ask those attending to bring their own equipment and not share it with other members and will avoid using equipment, which is difficult to sanitise, as far as possible. You will ensure that any equipment you provide is sanitised before use and before being stored in the Hall's premise.

SC17:

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.

SC18:

Closing: Provision of food and drink MUST cease by 10pm. Any bar, dinner or similar activity MUST close by 10pm.

By signing this Agreement on page 4, the Hirer agrees acceptance of these Special Supplementary Conditions.

Appendix 6

COVID-19 Risk Assessment for re-opening ED&F Village Hall – October 2020

This COVID-19 Risk Assessment has been carried out in consultation with our employees (HSE guidance) and self-employed cleaner.

A key part of this risk assessment will be identifying “pinch points” where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchen or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. Therefore at present the kitchen and toilets, other than the disabled toilet will not be in use. Where 2m social distancing is not possible 1m plus mitigation measures is acceptable.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming, the current version will be found on the Hall website.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
3. This document is not intended to be comprehensive and should be read in conjunction with the current Hall Risk assessment.
4. Please note the following statement issued by the spokesman for Sussex Community Buildings:

“The Health Protection Regulations in force at the moment put all the onus of risk assessment and compliance with social distancing on the organiser of the activity and on the participants. If either of these feel they cannot remain within the guidance for their particular activity it is their responsibility not to book the hall for this activity or not to participate in it.”

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Action Owner	Date completed	Notes.
<p>Staff, contractors and volunteers - Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff provided with protective overalls and gloves. Contractors provide own Staff advised to wash outer clothes after cleaning duties. Follow PHE guidance and PPE if deep cleaning is required.</p>	<p>TWR TWR TWR TWR</p>	<p>Ongoing Ongoing Ongoing Ongoing</p>	<p>Poster at the Entrance door(s) Discuss any special cleaning procedures eg cleaning cloths should be used on light switches and electrical appliances rather than spray disinfectants. PPE provided for staff</p>
<p>Staff, contractors and volunteers</p>	<p>Staff who are either extremely vulnerable or over 70. Staff carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill. Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category may be advised not to work for time being. Staff and volunteers will be advised immediately if someone is tested positive for COVID-19 who has been on the premises. It is important people know they can raise concerns.</p>	<p>BH BH BH</p>	<p>Ongoing Ongoing Ongoing</p>	<p>Details of a person's medical condition must be kept confidential, unless he/she agrees it can be shared.</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Action Owner	Date completed	Notes.
Social distancing requirements and limit on group sizes of 6. Risk to hirers/event organisers and to those attending the hall.	<p>Confusion among hirers.</p> <p>Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group of <6.</p>	<p>Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups. Adjust hire conditions to cover this.</p> <p>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</p>	TWR	Ongoing	<p>Event organisers are not expected to ask about people's domestic arrangements, so if a group of 6 or less friends wish to sit together without being socially distanced, that is their choice. But no group members should mingle, ie mix, with another group.</p> <p>Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.</p>
Car Park/paths/ patio/ exterior areas	<p>Social distancing as people congregate before entering premises.</p> <p>People drop tissues or any other litter.</p>	<p>Mark out 2 metre waiting area outside all potential entrances with tape or otherwise manage to encourage care when queuing to enter.</p> <p>Wear plastic gloves when removing litter inside or outside the hall.</p> <p>Rubbish disposal from Eurobins has been suspended. Hirers to take their rubbish from the Hall.</p>	<p>Hirer</p> <p>TWR</p> <p>Hirer</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Hirers are required to take their own rubbish away for disposal.</p> <p>Provide plastic gloves.</p>
Entrance hall/lobby/corridors	<p>Possible "pinch points" and busy areas where risk is that social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>One way systems and management of pinch points to be by hirer.</p> <p>Door handles and light switches to be sanitised between hires.</p> <p>Hand sanitisers to be provided by hall</p>	<p>Hirer</p> <p>Hall staff</p> <p>TWR</p>	<p>Ongoing</p> <p>Ongoing</p> <p>01-10-20</p>	<p>Hand sanitiser needs to be checked daily by Hall staff.</p> <p>Four sanitiser stations provided at each entrance/exit door</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Action Owner	Date completed	Notes.
Main Hall	<p>Door handles, light switches, window catches, tables, chair rails and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chair rails and other equipment used to be sanitised by Hall staff before use.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	<p>Hall staff</p> <p>Hirer</p> <p>Hirer</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	Provide hand sanitiser.
Upholstered seating	<p>Virus may remain on fabric which cannot readily be cleaned between use.</p> <p>Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</p>	<p>Chairs to be used on rotation, managed by the Hall staff</p> <p>Clean metal/plastic parts regularly touched.</p> <p>Ask those moving them to wear plastic gloves.</p>	<p>Hall staff</p> <p>Hall staff</p> <p>Hall staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	Unused chairs may be stored on the stage, in store room and should be taped to prevent use.
Small Hall	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles</p> <p>Light switches</p> <p>Tables, chair backs and arms</p>	<p>Recommend hirers hire larger meeting spaces if appropriate</p> <p>Surfaces and equipment to be sanitised before use by Hall staff.</p> <p>Chairs as above</p>	<p>TWR</p> <p>Hall staff</p>	<p>Ongoing</p> <p>Ongoing</p>	

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Action Owner	Date completed	Notes.
Kitchen	Social distancing more difficult to manage	Hirers may bring their own food and drink but currently the kitchen facilities remain closed	TWR	Ongoing	The kitchen is a fire escape and should not be locked, a 'Keep out' notice and tape to prevent access to be trialled initially.
Store cupboards (cleaner etc)	Social distancing not possible. Door handles, light switch	Public access unlikely to be required.	Hall staff	Ongoing	Cleaners' cupboard is not a walk-in cupboard
Committee Room, Storage cupboards containing club equipment	Social distancing more difficult. Door handles in use. Club equipment needing to be moved not normally in Hall use	Hirer to sanitise equipment required before and after use in cupboards (eg in small hall). Hirer to control accessing and stowing equipment to encourage social distancing.	Hirer	Ongoing	
Disabled Toilet	Surfaces in frequent use ie door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Sanitise before hire.	Hall staff	Ongoing	Other toilets currently not in use
Boiler Room	Door handle, light switch Social distancing not possible	Public access not allowed.	Hall staff	Ongoing	

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Action Owner	Date completed	Notes.
Stage	Curtains Social distancing Lighting & sound controls.	Stage not in use currently	TWR	Ongoing	
Events	Handling cash and tickets Too many people arrive	For performances seats to be limited, pre-paid and booked in advance, allowing 2 seats between household groups.	Hirer	Ongoing	