

Headcorn Village Hall

Special Conditions of Hire (Covid19)

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 attached poster which is also displayed 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 have been provided with a copy.

SC3: The hall will be cleaned before you arrive, but you will be responsible for cleaning all regularly used surfaces during your period of hire and before leaving (including tables, wash hand basins, door handles) using either the products supplied 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 or event 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 seek a COVID-19 test.

SC5: 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.

SC6: You will ensure that no more than the recommended allowance of people attend your activity/event (see ratio chart below), in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, 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 compromising social distancing.

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 six or less people or 2 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, face coverings 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 will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided within the hall/room before you leave the hall.

SC10: You will encourage users to bring their own drinks and food or use disposable cups, plates and cutlery. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

SC11: 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 this hire.

SC12: 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 in the cloakroom in the main entrance foyer. 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 Hall Management immediately on 07944 668802 or 07719 923568

SC13: For events with more than 30 people (when allowed) 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.

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: Any equipment stored at the hall must be cleaned before use and before being stored in the hall's cupboards.

SC16: 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.

SC17: Under NO circumstances must any hirer apply any form of detergent cleaning fluids on to either Andred Hall or Longmeadow Hall floors. Please contact Hall Management on 07944 668802 or 07719 923568 if there is any issue with the floor surfaces.

SC18: 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 (at least one member of any group of up to 6 people or 2 households must provide details). 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. If food or drink is being served, then the contact details of everyone attending must be obtained on arrival unless they register using the NHS QR poster or have provided details beforehand.

Document Revised Date: 23 April 2021

Approved by Trustees

Hall	Style	Capacity pre Covid	2m Rule	1m Rule
Andred Hall Whole	Theatre	300	75	150
	Using Tables	120	30	60
	Exercise		58	116
Andred Hall Large Half	Theatre	150	38	75
	Using Tables	76	19	38
	Exercise		42	84
Andred Hall Stage End	Theatre	90	23	45
	Using Tables	24	6	12
	Exercise		15	30
Longmeadow Hall	Theatre	80	20	40
	Using Tables	50	13	25
	Exercise		22	44
Green Room	Theatre	20	5	10
	Using Tables	15	4	8
	Exercise	6-8	2	4
House Meeting Room	Theatre	30	8	15
	Using Tables	20	5	10
	Exercise	8	2	4

** Exercise size based on square meterage of hall/room which is divided by 4 to calculate the 2 metre rule.

Individual hirers will need to gauge their own level of space required per person dependent on the activity provided and subject to Government Covid-19 guidelines.



Registered Charity No.275006

HELP KEEP THIS HALL COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 10 days** of visiting these premises, you must seek a COVID-19 test.
- 3. Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe any one-way systems marked.
- 4. Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 6. "Catch it, Bin it, Kill it".** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
- 7. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We [do our best to clean all surfaces at the hall between each hire.
- 8. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 9. Keep the hall well ventilated.** Close doors and windows on leaving.
- 10. Face Masks:** These are to be worn in all communal areas such as the entrance foyers and the toilet areas or whenever you are in the company of people you do not know.