

**Normandy Village Hall CIO**  
**Registered Charity No 117742**

**Special Conditions of Hire during COVID-19**

These Special Conditions are additional to Normandy Village Hall's Terms and Conditions of Hire

SC1 Hirers are responsible for checking that their activities are permitted under Government regulations and guidance in force at the time of hire as set out in Section 3 of <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>.

SC2 Hirers undertake to comply with the actions identified in the NVH's risk assessment, which is displayed in the "Hiring the Hall" section of the website [normandyvillagehall.org](http://normandyvillagehall.org).

SC3 Hirers must ensure that social distancing is adhered to in compliance with Government requirements in force at the time of the event, including those relating to separation of households. Up to date information may be found at <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do>. Numbers attending events must be limited in order that social distancing can be maintained taking account of the guidance in Attachment 1.

SC4 Hirers are responsible for ensuring that attendees comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the poster at Attachment 2 which is also displayed at the hall entrance, in particular using the hand sanitiser when entering the hall and after using tissues. NVH provides sanitiser stations in the lobbies at both entrances, as well as paper towels and hand sanitiser and/or soap in all toilets and both kitchens.

SC5 NVH is professionally cleaned overnight 7 days a week when the building is fully open. During partial opening, this cleaning will be arranged overnight before days on which users are due in. Hirers are responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during their period of hire **before** participants arrive, except first thing in the morning when contract cleaning has taken place **and last thing in the evening when contract cleaners are due in**. Hirers must keep the premises clean through regular cleaning of surfaces during hire and immediately prior to leaving, paying particular attention to wash hand basins and kitchen sinks (if used), using ordinary domestic products which hirers must provide. Hirers should provide additional sanitiser stations, anti-bacterial wipes, tissues etc as necessary for their activities and should also bring their own cloths and tea towels.

SC6 Hirers must collect names and contact information for all attendees prior to or upon entry to NVH. This information should be retained for 21 days after the event and hirers must assist Government Test, Track & Trace operations as requested.

SC7 Hirers must make sure that everyone likely to attend their 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

7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

SC8 Hirers should keep the premises well ventilated throughout the hire, with windows and patio doors open as far as convenient. Hirers are responsible for ensuring all windows and doors are securely closed on leaving.

SC9 Hirers must ensure everyone attending maintains social distancing while waiting to enter the premises. Entry and exit to the building is strictly via the entrance nearest to Glaziers Lane for the Main Hall and via the entrance opposite the main car park for the Small Hall and 1st Floor Rooms as indicated by the signs from the car park and outside NVH. Hirers must permit their contact details to be shared with hirers using other facilities within NVH during the same time slots and must be prepared to liaise in order to ensure that shared areas do not become congested.

SC10 Hirers must 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.

SC811 Hirers are responsible for the collection, removal and disposal of all rubbish created during their hire, including tissues and cleaning cloths. We provide some rubbish bags in the kitchens. Hirers must take their rubbish away with them for disposal.

SC12 Hirers are responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. 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.

SC13 NVH has the right to close the building or any part of it 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 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 bookings cancelled as a result.

SC14 In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall hirers should remove them a safe area as far from other people as possible but at least 2 metres. Hirers should provide them with tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Hirers should ensure they have contact details for all attendees, ask them to leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. The Hall Manager must be contacted on 07836 250099 and informed of the situation immediately.

**NORMANDY VILLAGE HALL**  
**SEATING/STANDING CAPACITY OF HALLS AND ROOMS WITH VARYING SOCIAL DISTANCING**

Government requirements for social distancing are currently 2 metres where possible or 1 metre with additional risk mitigation. It is important to bear in mind that safe distances depend on activities and layout. For instance, singing safely requires greater distancing than listening to music being played; people sitting opposite each other need greater separation than those side by side; there is less risk outdoors than inside; open windows or doors also help to reduce risk.

The following calculations are provided as guidance for Hirers to assess the number of participants who might be able to use each of our venues. The Main Hall and Small Hall also have access to the outside patio areas, but we cannot give any guarantees about weather!

**Main Hall:** 18m long by 12m wide

2 metres separation: 9 seats long x 6 seats wide = total 54 seats/standing

1 metre separation: 18 seats long x 12 seats wide = total 216 seats/standing

**Note:** No allowance has been made to access doors, fire exits or store cupboards

**Small Hall:** 9m long by 10.8m wide

2 metres separation: \*5 seats long x ^5 seats wide = total 25 seats/standing

1 metre separation: 9 seats long x 10 seats wide = total 90 seats/standing

**Note:** No allowance has been made to access doors, fire exits or store cupboards.

\* rounded up to 5. ^ rounded down to 5.

**Meeting Room:** 8.75m long by 5.9m wide

2 metres separation: 4 seats long x 3 seats wide = total 12 seats/standing

1 metre separation: ^8 seats long x \*6 seats wide = total 48 seats

**Note:** No allowance has been made to access doors, fire exits or store cupboards.

\* rounded up to 6. ^ rounded down to 8

With 2 metre separation there may not be a need to allow extra gangways for fire escape routes or access to store cupboards in both halls and the meeting room.

With 1 metre separation there would be a definitely be a need to reduce the seating/standing capacity shown to allow room for fire escape routes and access to store cupboards

Hirers should position furniture or the arrangement of rooms 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, they should be placed 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.

## **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 7 days** of visiting these premises alert Test, Track and Trace. Alert the Hall Manager on 07836 250099 and alert the organiser of the activity you attended.
- 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. Only enter or exit the Main Hall from the entrance at the end of the building nearest to Glaziers Lane. Only use the entrance opposite the car park for the Small Hall and First Floor Rooms.
- 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 rubbish bags. 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 cannot 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 securely on leaving.**