

GUIDELINES FOR HIRE

This document sets out the guidelines for the safe use or hire of Hope Mansell Village Hall, in accordance with national guidance on Covid-19. This is a supplement to the "Terms & Conditions" dated March 2021.

1. Hire or booking of the hall is via the Trustee, Ms Jan Powell [janpowell234@gmail.com].
2. The Hope Mansell Village Hall Trustees have assessed the premises as Covid-19 secure in August 2020 and therefore gatherings are permitted on the understanding that attendees socially distance according to the latest guidelines and laws and maintain good hand hygiene when using the community facilities.
3. The capacity will be agreed by the Trustee and the hirer reflecting latest guidelines. The current Terms and Conditions were agreed in March 2021. This guideline supplements the Terms and Conditions document with additional mitigating actions to ensure that the premises are Covid-19 secure when in use. Facilities include parking, access for people of limited mobility, electricity supply, adjustable modern heating, additional shelter and modern gazebos to extend the covered area. The hall has good ventilation, tables, chairs and WC facilities with hand hygiene, wipes and bathroom products, tested fire extinguishers with the hall presented in a clean and compliant state. A Performing Rights Society licence is current. A sale of alcohol licence may be applied for after consultation with the Treasurer. The new fully equipped kitchen and cooking facilities are deemed to be too "high touch" and the servery and kitchen equipment must remain out of bounds. The provision of music cannot be permitted under current circumstances in order to minimise noise and the raising of voices.
4. A Trustee key holder will open the hall prior to the agreed event and ensure all safety notices are in place, together with cleaning materials and waste receptacles in advance of the first arrival.
5. The Hall Trustees advise visitors and hall users to walk or cycle, if possible or to use the limited car parking space respecting social distancing. A one way entry system is via the main door and visitors are advised to sanitise their hands on arrival. It is recommended that a staggered arrival is practised by groups. The entry to the hall can only be done one-at-a time. Any queue is visible from the entrance hall and main door. Exit is via the fire door. Visitors with limited mobility can exit via the main door, avoiding face to face contact in the entrance hall. Access to toilet facilities can be made and should avoid any contact with persons in the entrance.
6. The hall hirers should record the name and contact phone number of each attendee and pass the records to the Village Hall secretary for maintenance for a 21 day period to permit Trace and Test if required.
7. Visitors are requested to keep over garments and umbrellas with them and not to use the coat hooks at this time in order to prevent congestion in the entrance hall.
8. The conditions of hall hire and usage stipulate that the organisers will clean the hall after its use, paying particular attention to surfaces, door handles, toilet, sink and taps, light switches etc. All waste should be removed from the hall and disposed of properly.
9. The Trustee key holder will return after the event, and using protective equipment lock and check the facilities. The hall will remain closed and unavailable for hire for at least three days at which point the hall will be cleaned.