



HOLMER GREEN VILLAGE CENTRE
The Common
Holmer Green
HP15 6XG

08 July 2020

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Holmer Green Village Centre's conditions of hire.

SC1:

You, the hirer, will be responsible for ensuring that those attending your activity or event comply with the COVID-19 Secure Guidelines as published by UK Government while entering and occupying the Village Centre, as shown on the attached poster which is also displayed at the Village Centre entrance, in particular using the hand sanitiser supplied when entering either hall and after using tissues.

SC2:

You undertake to comply with the actions identified in the Village Centre's risk assessment, of which a copy is available on our website or on request. The Village Centre's risk assessment should be used alongside **the hirer's own risk assessment**.

SC3:

Whilst we will clean the Village Centre on a regular basis, **you** will be responsible for:

- Cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive
- Keeping the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products.
- **Cleaning again before leaving.**

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



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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 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.

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 maximum number of people shown below attend your activity/event, 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 any one-way systems 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 the following numbers of people use each of the following areas at one time:

Main Hall Capacity	28 people maximum (please refer to SC14 for more info)
Chadwick Hall Capacity	16 people maximum
Main Hall kitchen	2 people
Chadwick Hall kitchen	2 people
Entrance foyer	3 people
Gents' toilet	1 person
Ladies' toilet	2 people
Accessible toilet	1 person (plus possibly one carer, either a relative or wearing PPE).



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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 or more vulnerable 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 with good ventilation. If tables are being used, you will place them to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape. All furniture and equipment used **must be cleaned** at the end of your booking.

SC9:

You are asked to keep a record of the name and contact telephone number or email address of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and Trace if required.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the kitchen areas before you leave the hall. Bags should be placed in the green bin outside the Main Hall kitchen.

SC11:

You will be responsible, if drinks or food are made, 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 to reduce risk of contamination between hirers and take them away. We will provide washing up liquid and washing up cloths.



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SC12:

We will have the right to close the Village Centre if there are safety concerns relating to COVID-19, for example, if someone who has attended the Village Centre 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.

SC13:

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the Village Centre you should remove them to the designated safe area which is the Accessible Toilet. 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 already 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 Bookings Secretary on 0870 765 6450.

SC14:

Government guidance states that Weddings, wedding receptions and other life-event religious ceremonies (funerals, baptisms etc.) are limited at present to no more than 30 people.

For other 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.

Events with more than 30 people are allowed only with the prior permission of the trustees.

SC15:

Live performances e.g. drama, music are not permitted at present. This is to avoid risk of aerosol or droplet transmission. For the same reason 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.



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HELP KEEP THE VILLAGE CENTRE 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 Bookings Secretary on 0870 765 6450 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 and observe the one-way system.
- 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 that 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 Village Centre 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 Village Centre well ventilated. Close doors and windows on leaving.**
- 10. Wash your clothes when you get home** to reduce risk of transmission.