



HOLMER GREEN VILLAGE CENTRE
The Common
Holmer Green
HP15 6XG

Special Conditions of Hire during COVID-19 – version 1.4 – effective 13th December 2021

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 and **wearing a face covering**.

Face coverings are not required during exercise or dance classes however they are required in communal areas such as the foyer and toilets. Some people, including children under 11, are exempt from having to wear face coverings in any setting. Furthermore, anyone with a health condition or disability, which means they cannot wear a face covering, has a reasonable excuse for not wearing a face covering.

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:

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.

SC4:

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.

SC5:

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.

SC6:

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.



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SC7:

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.

SC8:

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.

SC9:

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.

SC10:

Please note that toys and equipment in the garden are the property of the Pre School Nursery and must not be used during your event. It is particularly important that the climbing frame is not used as it needs to be put together only by trained personnel.



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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. **Wear a face covering** in areas where required to do so.
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. 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.
8. **Keep the Village Centre well ventilated.** Close doors and windows on leaving.
9. Wash your clothes when you get home to reduce risk of transmission.