

## DENNINGTON VILLAGE HALL – NEW TERMS AND CONDITIONS FOR USERS FROM 13<sup>TH</sup> JULY 2020

**Note: These conditions are supplemental to, not a replacement for, the hall’s ordinary conditions of hire.**

1. The village hall is available for hire for events where social distancing can be maintained, with a maximum of 30 attendees.
2. Only the main hall is available for hire; the kitchen, meeting room and bar are all closed until further notice (except for the stacking of used chairs in the meeting room – see below).
3. You must ensure that details (name, telephone number and email) for all attendees are collected and kept for two weeks after that event. In the case of any attendee having symptoms or being diagnosed with COVID-19, you must let the hall manager, Vashti Mouncer ([denningtonvillagehall@gmail.com](mailto:denningtonvillagehall@gmail.com)) know immediately; you will also need to contact all attendees to advise them to self-isolate for 14 days.
4. When people arrive for a meeting they can only enter through the front door, maintaining safe social distancing. People may need to queue in the car park using the signage provided.
5. There are hand sanitizing services in the lobby which all visitors to the hall must use on entry.
6. People can only exit the hall via the fire doors at the back through the bar; the organizer will need to ensure these doors are locked after the last visitor has left the hall before exiting through the front door. There is a ramp for wheelchair users at the back exit.
7. If people use the toilets, they must use the hand towels provided – not the hot air hand dryers – and dispose of the paper towels safely in the **foot-operated** bin provided.
8. Chairs for meetings must be taken from the supply in the storage room and ideally placed side by side rather than face to face and the recommended safe distance away from each other. Once used, chairs should be put away in the meeting room, with a note of the date on which they were last used attached to the stack on a piece of A4 paper, placed on the top chair. Please remember each stack should contain no more than SIX chairs.
9. Please ask all attendees to your meeting to wear masks and avoid touching their faces.
10. Any tissues or hand towels used must be disposed of into the bins provided, then all rubbish, including the bins in the toilets, must be removed from the hall and placed in the bins outside before leaving the hall.
11. At the end of your hire you must sanitise any surfaces touched in the hall, including all entry and exit points, door handles, tabletops, sinks and toilet areas as well as the trolleys for moving the chairs. Cleaning products and equipment will be made available. Special arrangements can be made to clean the hall after a meeting, if required, for a small additional fee.
12. Anyone experiencing any of the recognised Covid-19 symptoms, or feeling unwell, should NOT attend a meeting in the village hall.

Until the threat of COVID-19 is over, these new rules will apply, and with the help and goodwill of everyone we will continue to make Dennington village hall available as a safe environment for a range of activities. Please sign and date below to confirm that you have read and understood these terms and conditions:

I agree that I will take contact details of all meeting attendees and inform the hall manager and all attendees if any attendees show symptoms or are confirmed with a case of COVID-19 as soon as possible.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Name in capitals \_\_\_\_\_

Thank you  
Village Hall Committee  
July 2020