

DENNINGTON VILLAGE HALL – NEW TERMS AND CONDITIONS FOR USERS FROM 12th OCTOBER 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. Attendees must not arrive in groups of more than six.
2. Only the main hall is available for hire; the kitchen, meeting room, cloakroom and bar are all closed until further notice (except for the stacking of used chairs – see below).
3. You must ensure that details (name, telephone number and email) for all attendees are collected and kept for at least 21 days 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, know immediately on 07506 868240 or denningtonvillagehall@gmail.com; you will also need to contact all attendees to advise them to self-isolate for 14 days.
4. When people arrive for a meeting please ensure they 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. They should also sign in using the QR Test and Trace poster code.
6. People can only exit the hall via the fire doors at the back of the hall; as organiser, you will need to ensure these doors are locked after the last visitor has left the hall before exiting through the front door.
7. 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 of 2 metres away from each other. Once used, chairs should be put away in the storeroom or 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. Please use the trolley provided and ensure that it is sanitised after use.
8. Please ensure all attendees to your meeting wear masks (unless they are exempt, are attending an exercise class, or are eating and drinking) and avoid touching their faces.
9. Any tissues or hand towels used must be disposed of into the bins provided. All rubbish, including from the bins in the toilets, must be put in the black bin liners provided and taken away with you.
10. At the beginning and 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.
11. Anyone experiencing any of the recognised Covid-19 symptoms, or feeling unwell, should NOT attend a meeting in the village hall. If they become unwell while in the hall they should return home immediately, and you must contact the hall manager, Vashti Mouncer, so that she can arrange for the premises to be cleaned.

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 community activities. Please sign and date below to confirm that you have read and understood these terms and conditions:

I agree that I will abide by these special arrangement, and in particular that I will take contact details of all meeting attendees and inform the hall manager and all attendees immediately if anyone shows symptoms or is confirmed with a case of COVID-19 after the event.

Signed _____ Dated _____

Name in capitals _____

Thank you
Village Hall Committee
October 2020