

MILLBROOK VILLAGE HALL - Supplementary Conditions of Hire during COVID-19.

Note: These conditions are supplemental to, not a replacement for, Millbrook Village Hall's normal conditions of hire.

SC1: You, the hirer, are asked to recommend to those attending your activity or event that they continue to comply with the current COVID-19 Secure Guidelines, while entering and occupying the hall, in particular using the hand sanitiser supplied when entering and leaving the hall, and wearing a mask in all circulation areas, i.e. foyer, stairs and landing. Access to the hall will only be allowed during the specific time of hire, and the front door must be kept locked at all times.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, a copy of which can be found on the notice board in the lobby or on request you can be provided with a copy.

SC3: The hall will be cleaned thoroughly once a week by the hall cleaner. Sanitising spray and blue towels plus hand sanitiser are provided in every room.

SC4: You will make sure that everyone likely to attend your activity or event understands that they MUST adhere to the current government guidelines if any symptoms or been in contact with anybody who has a positive Lat Flow/PCR test.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient, securely closing them on leaving.

SC6: You will ensure that no more than the currently recommended number of people attends your activity/event, in order that social distancing can be maintained. The recommended numbers are listed in SC9, based on the square metrage of each room.

SC7: You will use individual judgement and 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.

SC8: You MUST keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event.

SC9: Current room capacities recommended by Millbrook Village Hall insurers based on Government guidelines, to enable social distancing.

Main Hall 50 people seated, 12 for exercise

Balcony Room 20 people seated, 8 for exercise

Attic Room 15 people seated

Updated 09/01/22