

## **Tatsfield Village Hall Terms and Condition of Booking Addendum**

**This document is in addition to the standard Terms and Conditions of booking document and will remain in place until further notice.**

1. All hirers must do their own Covid-19 risk assessment prior to attending the hall in order to minimize any risk of exposure to Covid-19 during the use of the hall. The hall management has conducted a Covid-19 risk assessment, this can be obtained upon request.
2. Individuals who are at increased risk of severe disease from Covid-19, are advised to stay at home as much as possible. If they do go out are to take particular care to minimise contact with others outside of their household.
3. All hirers will be required to clean and sanitize areas of the hall that have been used whilst in the hall, using the cleaning materials provided. All cleaning cloths are to be disposed of in the bin provided after use.
4. All users are required to use disposable hand towels and dispose of the used towel in a bin and not use air dryers, when washing their hands.
5. All users of the hall must use a one-way system to enter and exit the hall. The entrance will be the normal hall entrance and the exit will be the fire exit at the foot of the stage stairs. All hirers will use the hand sanitizer stations provided at the entrance and the exit of the hall.
6. Whilst in the hall all users must conform to the current social distancing rules. Any hirer should ensure that a steward is appointed to ensure that social distancing rules are followed.
7. During use the hirer is to ensure the hall is well ventilated by opening doors and windows.
8. There is currently a limitation of a maximum of 30 people, with no exceptions, for any groups wishing to use the hall.
9. All hirers are to control numbers accessing toilets at one time. Only one person at a time should be allowed in the toilet and one in one out policy should be followed.
10. Where possible all users must wear a face covering in line with current Government guidelines.
11. All hirers must keep up-to-date contact details of any attendees to the hall for a period of 21 days, to conform to the Government Track and Trace system. In addition all hirers are encouraged to use the smartphone based NHS Covid-19 tack and trace application, of which the Tatsfield Village Hall QR code is displayed in the hall entrance.
12. Usage of the kitchen must be kept to a minimum. Hall users are encouraged to bring their own food and drinks. Users should also bring their own cups and cutlery and take these items home to clean after use, or use disposable items and dispose of them in the bin provided. Tea towels will no longer be provided by the management of the hall. Disposable paper towels and cleaning sprays will be

provided and after use must be disposed of in the bin provided. If required, one person should be nominated as kitchen attendant for the making of beverages.

13. If at any time whilst visiting the hall anyone is taken ill with suspected Covid-19 symptoms, they should be immediately taken to the Covid-19 first aid area, which is upstairs at the rear of the hall. There will be a full PPE first aid kit provided in this room as to ACRE standards. The management must be advised if this room is used at all, in order that appropriate deep cleaning can be undertaken after use.
14. After use, any un-sanitized chairs used during a booking, should be left on the stage for a period of 72 hours (3 days). These chairs should be labelled with the date. The hirer is responsible for providing the label.
15. Organisers, where required, will arrange an online booking system and use cashless payments as far as possible. For performances, the seats are to be limited, booked in advance with 2 seats between household groups.
16. At present, any booking's with loud music, singing, including choir practice, congregations, performances by amateurs, dances and discos are not permitted.
17. The management of the hall cannot be held responsible for the loss of any hirers monies if the hall is closed due to a change of Government legislation, ACRE directives or management committee decisions.
18. The management of hall will refuse entry to anyone that is found to be in breach of these terms and conditions.

**Please respond to [acresroger@aol.com](mailto:acresroger@aol.com) to confirm that these terms and conditions of hire have been read and understood and you agree to be bound by them.**