

Terms & Conditions

Coronavirus (COVID-19): guidance for Hirers

Users and hirers of a room in our hall have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector.

1. You are required to provide a risk assessment for your group to the hall before your hire commences.
2. A maximum of 50 people at any one time in the Main hall and 8 in the Maberly Room and 8 people in the Harbour View Room must be strictly adhered to. Each group must remain in their respect room for the period of hire. Main hall hirers can only enter and leave by the main entrance. The back rooms can only be accessed via the side door.
3. On entering the building you are required to use the **HAND SANITIZER** provided in the main entrance and the side entrance, a **strict adherence to social distancing** of 2 metres or 1 metre with risk mitigation (where 2 metres is not viable before entering the main hall making sure government guidelines are adhered to.
4. Your event organiser may ask you to wear a face mask depending on the latest guidance from BCP and Government.
5. BCP require that all group leaders / hirers keep a record of all members attending an activity a log sheet with **Name, Postcode, Door number and Phone number**, this is only be used in case of positive Covid -19 track and trace by one of your members. Data protection will be strictly adhered to. You must keep each session log for 21 days then you can destroy it.
6. Hand sanitizer and soap dispensers have been provided in the building. Wash your hands more often than usual, for 20 seconds using soap and water or hand sanitizer, particularly after coughing, sneezing and blowing your nose.
7. Groups, using the hall should wipe all hard surfaces with anti-bacterial spray supplied.
8. Using the toilets- only one person at a time will be permitted.
9. In case of fire or **EMERGENCY** exit by the nearest and meet at the designated muster point.
10. The village hall will be thoroughly cleaned once a day.
11. **PPE** must be taken home by the wearer.