



PINNER and DISTRICT COMMUNITY ASSOCIATION

COVID-19: Special Conditions of Hire

These conditions are supplemental to, not a replacement for, Pinner Village Hall's ordinary Terms & Conditions of Hire

Special Condition 1:

You, the hirer, will be responsible for ensuring that those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying Pinner Village Hall (as shown on the attached poster which is also displayed on the entrance doors and internal noticeboard). In particular use the hand sanitisers supplied when entering the building, after using tissues and before leaving the building.

Special Condition 2:

You, the hirer, undertake to comply with the actions identified in Pinner Village Hall's Risk Assessment, of which you have been provided with a copy.

Special Condition 3:

Pinner Village Hall will be cleaned before your arrival and you will be responsible for cleaning all surfaces that are used regularly during your period of hire (including tables, door handles, etc) using the products supplied by Pinner Village Hall. Please take care not to spray any liquids when cleaning any light switches or electrical equipment.

Special Condition 4:

You, the hirer, will make sure that everyone likely to attend your activity or event understands that they **MUST NOT ENTER THE VILLAGE HALL** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the Pinner Village Hall they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

Special Condition 5:

You, the hirer, are asked to keep a record of the name and contact telephone number or email of all those who attended your activity/event for a period of 3 weeks after the activity/event and provide details to NHS Track & Trace if required.

Special Condition 6:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.



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Special Condition 7:

You will ensure that no more people attend your activity/event than enables social distancing to be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the permitted entrance and exit procedures and, as far as possible, observes social distancing of 1m plus mitigation when using more confined areas.

Special Condition 8:

You will 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, including for example, keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

Special Condition 9:

You will position furniture or the arrangement of the room, as far as possible, to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, and good ventilation. If tables are being used, you will place them to maintain social distancing across the table between people from different household groups who are face to face, e.g. using a wide U-shape.

Special Condition 10:

You, the hirer, will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided. At the end of your hire, please remove all bin bags from the rubbish bins provided and place the tied bin bags next to the rear exit door for the caretaker/cleaner to place in the outside paladin bins.

Special Condition 11:

You, the hirer, will bring your own crockery, cutlery & clean tea towels to reduce the risk of contamination between hirers. If drinks or food are made you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and taken with you at the end of your hire. Pinner Village Hall will provide washing up liquid and washing up cloths.



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Special Condition 12:

We, PADCA, will have the right to close Pinner Village Hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the Hall develops symptoms or if it is reported that the Special Hiring Conditions above are not being complied with, or in the event that public buildings are recommended or required to close again. If this is necessary, we will do our best to inform you promptly and you may not be charged for the hire.

Special Condition 13:

In the event of someone becoming unwell with suspected Covid-19 symptoms whilst at Pinner Village Hall you, the hirer, should assist them to return home (or to some other safe area) as quickly as possible. You must inform the booking administrator on 020 8429 4320 or bookings@pinnervillagehall.org.uk as soon as possible.

Special Condition 14:

Other special points as appropriate.

- For performances and other events with seated audiences (when allowed): You will provide attendants to ensure current entrance/exit procedures are adhered to and invite people to use toilets in the interval row by row. You will ensure no persons congregate in any areas of the building.
- Where a group uses their own equipment: Those attending should bring their own equipment and not share it with other members. You must ensure that any equipment you leave at the Hall is cleaned before use and before being stored in the Hall's cupboards.