

Staverton Village Hall

Croft Lane, Staverton, Northants NN11 6JE

Hiring Conditions

The signatory/hirer on the booking form is considered to be the designated person and is the individual responsible for complying with the Hire Agreement, Conditions and Risk Assessment; ensuring all those attending your activity or event comply with COVID-19 Government rules and guidelines regarding Health and Safety whilst entering and occupying the hall.

You agree to provide us with a copy of your risk assessment prior to receipt of the booking confirmation.

You are to ensure that everyone attending your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 10 days and, that if they develop symptoms within 10 days of visiting the premises they must use the Test, Track and Trace system to alert others with whom they have been in contact. You are required to maintain contact details of all attendees of each session and retain this list for 21 days.

The Village Hall Management Committee reserves the right to monitor hirers and users of the hall to ensure they are complying with all hiring conditions. We will have the right to close the hall if there are safety concerns relating to COVID-19. For example, if someone who has attended the hall develops symptoms and thorough cleansing is required; or in the event that public buildings are asked or are required to close. If this is necessary, we will do our best to inform you promptly and you will not be charged for hire dates lost due to closure.

Please pay particular attention to the following conditions:

Hall hire must be booked in advance, using the booking form, giving at least seven days notice, and is only considered booked once confirmation has been received from the Booking Officer.

All Hirers must read and agree by signature on the booking form the Hiring Agreement and Hiring Conditions.

Cancellations or changes to hire times/dates requested by the Hirer require at least seven days notice otherwise they remain chargeable.

Invoices will be issued by the Treasurer at the end of each month and are payable within seven days.

Hirers will be invoiced for blocked bookings unless seven days notice has been given to the Booking Officer of any changes to the dates prior to the hire.

The published hire charges apply to all hirers with a 10% discount for block bookings

The Hirer is to provide their own Risk Assessment to the Booking Officer as part of the booking process and carry a copy at the event.

Where and when practical, you will keep the premises well ventilated throughout your hire, with windows and doors open and closing the windows and doors on departure

Advise the Booking Officer immediately if a person who has used the Hall is suspected of having Covid-19.

Hand sanitiser should be used before preparing any food or drink.

Cleaning equipment is stored in and returned to the bar area to the clearly marked containers.

Hirers must clean all surfaces before and after using the Hall.

- tables, bar area, kitchen surfaces, kitchen sinks, kitchen equipment, door handles, toilet flush handles, wash hand basins, waste bins and piano.
- Light switches and any electrical appliance must NOT be sprayed with disinfectant but wiped with a cloth covered with disinfectant.

Used cloths must be put in pedal bins along with used tissues, empty the bins at the end of the session and re-line with the provided liners. Rubbish bags are to be placed into the black bin outside the hall.

On vacation the designated person is responsible for:-

- Signing the hirers cleaning sheet in the pocket in the lobby.
- Closing the fire escape doors, the windows and doors.
- Turn off the outside side lights then leave by the front door.