

These additional conditions apply to all hiring of the memorial hall to meet the requirements of COVID-Secure. If the Hirer is in any doubt as to the meaning of the terms used, the Memorial Hall Booking Clerk should be consulted.

The Memorial Hall Committee are taking advice from both HM Government and Action with Communities in Rural England (ACRE) to implement COVID-Secure status. Due to the nature of the Coronavirus Pandemic, the guidance is constantly being updated and therefore these terms are subject to change at short notice. Should a booking be adversely affected by a change in government advice or the hall forced to close due to an outbreak of COVID-19, a full refund will be offered without prejudice.

The Hirer is recommended to request current guidance for what activities are permitted/prohibited.

The Memorial Hall Committee reserve the right to cancel the booking of any Hirer found not abiding by these additional requirements. The hall is only being allowed to open if all Hirers to agree to these terms.

### **1. Scope**

All hall Hirers must agree to these terms whilst hiring Farnborough Memorial Hall during the time of the Coronavirus Pandemic while the hall is covered by the "COVID-Secure" status. These terms are in addition to the Standard Terms of Hire as published on Farnborough Memorial Hall website – [www.farnboroughmemorialhall.org.uk/Hallhire.html](http://www.farnboroughmemorialhall.org.uk/Hallhire.html)

### **2. Social Distancing, Face Covering and Hall Capacity**

All Hirers must agree to run their session according to the government's guidelines of social distancing. As of the 24<sup>th</sup> September 2020, this is **2m**. In addition, unless the session has exemption status or the attendees are classed as exempt then all those attending the hall must agree to wear a face covering. Exemption criteria is specified in appendix 2.

Social distancing must be observed at all times including when traveling to the hall, within the grounds and within the hall itself.

The maximum capacity of the hall has been determined as **30 persons**. There are no exceptions.

Hirers who have attendees which include those classed as vulnerable (e.g. over 70 or with underlying health conditions) must ensure they take adequate precautions to avoid creating a situation where social distancing is not possible.

### **3. COVID-19 Precautions**

Hirers must inform their attendees that they must not enter the hall if they or anyone in their household/bubble are displaying any of the symptoms associated with Coronavirus in the last 7 days. These include:

- a high temperature
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

In addition, if an attendee develops these symptoms within 7 days of visiting the hall they must inform the hirer to start the Test, Track and Trace system to alert others with whom they have been in contact.

### **4. Test, Track and Trace**

All Hirers by law must keep a record of the name and contact number or email of all those who attend the session for a period of 21 days after the session. This information must be supplied to the NHS Track and Trace if required. In addition, hall attendees are advised to use the NHS Track & Trace app using the QR code on the main front door to check in.

### **5. COVID-19 Outbreak**

Anyone taken ill at the hall with potential symptoms of COVID-19 must inform either the booking clerk, caretaker or chairman **immediately**. There is a specific process which needs to be carried out following such an event and the safety of all hall users depends upon notification being carried out without delay. Please see Appendix 1 of these terms for this process. It is a requirement of terms of hire to read and agree to this procedure.

**6. Affiliated Bodies, Insurance, and the “Rule of Six”**

Any booking by a professional or commercial group must have permission from their affiliated body and/or their insurance company to run the session. Farmborough Memorial Hall Management Committee reserve the right to refuse/cancel any Hirer’s booking if this cannot be demonstrated this has been carried out. The “Rule of Six” applies meaning that no more than six people can be together, and ‘mingling’ is not permitted. Social distancing must apply in all circumstances.

**7. Signs and Instructions**

Additional instructions and signs have been installed at the hall. These must be adhered to and apply to all.

**8. Cleaning**

All Hirers must agree to and carry out additional cleaning of touchpoints before the **start of and at the end** of their session. An additional 30-minutes will be made available free of charge to all Hirers both before and after the session to carry out this task. Cleaning materials may be found in the cupboard in the Gents toilets. The touch points must include but are not limited to:

- All door handles
- All light switches
- All vertical-blind control rods
- All window handles
- The bar area counter tops
- The bar area sink and taps
- Fire door push-bars
- Toilet seats, basins and taps
- Chairs used
- Tables used

**9. Heating and Ventilation**

Good ventilation is a key requirement of ensuring safe use of enclosed spaces such as the hall. Therefore, whenever possible, windows and the doors to the garden should be opened during the session. The heating system at the hall must not be changed from its low fan speed setting. No Hirer will have authority to change the settings of the heating system.

**10. Kitchen**

The kitchen has been locked out of use. This is due to both COVID-Secure restrictions and its imminent refurbishment. Following refurbishment, the COVID-Secure restrictions will be reviewed to determine if it can be re-opened. The conditions of hire will be amended accordingly.

**11. Committee Room**

The committee room is not available to hire for any group and must not be accessed without express permission of either booking clerk or chairman.

**12. Stage**

The stage is not available for use and the curtains must not be touched. All Hirers must ensure all attendees are instructed of this requirement. The fire escape on the left-hand side of the stage will remain accessible but is for emergency use only.

**13. Storage**

Only groups who have agreed storage at the hall may access the storerooms and must take appropriate measures to ensure all touch points are cleaned both before and after accessing these areas.

**14. Tables and Chairs**

Only the plastic tables and chairs stored in the annex (carpeted area) can be used. They must be cleaned both prior to and after use.

**15. PA System and Hearing Loop**

Use of this system will be by prior arrangement only. This is to ensure it is adequately cleaned between users. Please notify the booking clerk if you require the microphone.

### **Appendix 1 - COVID-19 Outbreak Procedure**

**These instructions are displayed in the bar area near the first aid point.**

Should someone at the hall be taken ill with COVID-19 like symptoms the following must occur:

1. Either the booking clerk (Phil Gray tel: 07473 383090), chairman (Sally Davis tel: 01761 472356) or caretaker (Mike Kobak tel: 07389 182675) must be notified immediately.
2. The booking session will be immediately terminated. All those attending must be made aware because they may be required to self-isolate.
3. The name and contact number for all attendees must be taken for "Track & Trace" purposes. This must be retained by the Hirer for 21 days following the incident. Please note paragraph 4 of the Additional Terms of Hire.
4. The person taken ill must be moved to somewhere where they are isolated as much as possible from others in a well-ventilated area. In most cases this will be to outside the hall, underneath the canopy. During foul weather this can be within the bar area. They must remain here until transport has been arranged to take them home or hospital.
5. Tissues and paper towels as well as a bin liner are provided in the COVID-Secure emergency kit which can be found next to the first aid kit in the bar area.
6. Any disposable items used to clean the area or assist the person taken ill must be placed in the bin liner and placed the bin in the bar area. The hall representative, whoever was contacted in point 1) must be informed of this.

### **Appendix 2 – Face Mask Exemption Criteria**

**This list is posted on the main hall notice board in the foyer**

Faces covering are not required by the following:

- Exercise groups or when participating in a strenuous activity. This includes sessions in the hall where exercise is the primary purpose
- Children under the age of 11
- People who cannot put on, wear, or remove a face covering because of a physical or mental illness or impairment, or disability
- Police officers and other emergency services
- Where putting on, wearing, or removing a face covering will cause you severe distress
- If you are speaking to or assisting someone who relies on lip reading, clear sound or facial expressions to communicate
- An individual working in the hall on their own – e.g. hall cleaning and maintenance.