**HIre Conditions Updated since COVID-19 Rules “Groups of 6 “ Your hire is conditional on your acceptance of, and adherence to, these conditions.(18/9/20) You must make sure ;**

1. Everyone entering the hall and within the hall to wears **a face covering**   
 unless they are legally exempt on health / welfare /other grounds.

2. Everyone uses **hand sanitiser** on entering the Hall

3. Everyone always keeps a **social distance of 2 metres apart** .

4. **To limit overall group to 30** for permitted activities, otherwise to 6

5. **To air the Hall** during your hire, open all internal doors and windows

6. Keep a record **of all attendees & contact details** for every session, to   
 follow up any reports of Covid-19 symptoms in attendees.

7 Ensure **solo use of toilets** unless disability assistance is required

8. Encourage users to **bring their own drinks and food**.   
9. If drinks or food are made, **wash all crockery and cutlery in hot soapy  
 water,**dry and stow away. Bring your own tea towels and take them away.

10. **After your hire** clean **all regularly used surfaces** (including door   
 handles, light switches, window catches, equipment) Use spray sanitiser,   
 paper towels as supplied or bring your own. Use cloths for electrical   
 equipment, do not spray!

11**.Sanitise all tables & chairs used, return them to their usual positions.**

12**. Bin all rubbish created during hire**, including tissues and cleaning.

materials. Remove bin liners, seal/tie the tops, place in large bin outside.

13. **Shut, lock and secure all** windows and external doors on leaving.  
 The Hall Caretaker will check on these conditions after every hire.

14. If anyone has **suspected Covid-19 symptoms** move them to the WI   
 room. Follow guidance on Covid First Aid Box. Tell others in your group to

leave the hall, sanitise hands, keep social distancing, and launder their

clothes when home. Inform the Caretaker on mobile 07710 228599..

15.**Make sure everyone knows they MUST NOT attend the hall if they or   
 anyone in contact has had COVID-19 symptoms in the last 7 days.** If   
 they develop symptoms within 7 days of your event they MUST use Test,  
 Track and Trace system to alert others, and advise you of this.

16. **Users and hirers 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.  
 You must complete your own Risk Assessment and follow the FVH Risk  
 assessment provided to you..

**The conditions above must be fully observed by all hirers and users of the Hall to enable us to maintain a Covid-Secure Environment for everyone at the Hall.** **The Hall Caretaker will check on these conditions after every hire.**

**( Farningham Village Hall Management Committee Chair 18.9.2020)**