

THE MERRY BELLS
WHEATLEY'S VILLAGE HALL
REGISTERED CHARITY No. 286769

89 HIGH STREET, WHEATLEY, OXFORD OX33 1XP
Tel 01865 874850 Email: merrybells@btconnect.com

Additional Information for Hirers during Covid-19

The conditions set out below are additional to our standard conditions during the pandemic.

1. THE HIRER will be responsible for ensuring those attending the activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering and exiting the hall.
2. The hall will be cleaned before arrival and THE HIRER will be responsible for cleaning all regularly used surfaces during the period of hire (including tables, wash hand basins, door handles) using either the products supplied or their own ordinary domestic products. Plastic disposable chair covers will be provided for use over non-wipeable chairs.
Please take care cleaning electrical equipment. Use cloths - do not spray!
3. THE HIRER will make sure that everyone likely to attend the 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 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.
4. THE HIRER will make sure that everyone attending the event wears a face covering all the time they are in the building unless undertaking exercise or an activity where a face covering would negatively impact the ability to do so.
5. THE HIRER will keep the premises well ventilated throughout the hire, with windows and doors open as far as convenient. One person only should touch windows, blinds and wall heaters ideally wearing disposable gloves. Exiting the Main Hall should be done through the fire doors to avoid congestion in the entrance corridor. THE HIRER will be responsible for ensuring all windows and doors are securely closed and handles wiped clean on leaving.
6. THE HIRER will ensure that no more than 30 people attend the activity/event in the Main Hall, or 10 in the Coffee Room, in order that social distancing from people of different households can be maintained. THE HIRER will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises and as far

as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. THE HIRER will make sure that no more than one person uses each suite of toilets at one time.

7. THE HIRER 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 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.
8. THE HIRER 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: wearing of face covering, 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, THE HIRER will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face. Please do not use tape on the floor in the Main Hall – marker cones are available.
9. THE HIRER is asked to keep a record of the name and contact telephone number or email of all those who attend the event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. (People are not obliged to provide details)
10. THE HIRER will be responsible for the disposal of all rubbish created during the hire, including tissues and cleaning cloths, taking all rubbish away on leaving the hall. Black bags will be provided.
11. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall THE HIRER should remove them to the designated safe area which is the Annexe. Make sure contact details of all attendees are collected and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall management on 07985 918748
12. In order to avoid risk of aerosol or droplet transmission THE HIRER must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.
13. 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 if it is reported that the Special Hiring Conditions above are not being complied with, whether by THE HIRER or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform THE HIRER promptly and THE HIRER will not be charged for this hire.