

Grittleton, Sevington & Leigh Delamere Village Hall

Booking Conditions

1. “Local” bookings are those taken from people residing in the ecclesiastical Parish of Grittleton, Sevington & Leigh Delamere.
2. “General” bookings are those taken from outside the above “local” area.
3. Regular hourly bookings will take priority over casual sessions and local bookings over general. But once firm, bookings may not be cancelled by the committee unless unforeseen circumstances dictate.
4. All bookings are taken at the discretion of the committee or its appointed representative.
5. The committee reserve the right to charge a special rate if the hirer is to use the hall for commercial purposes.
6. All hiring charges must be agreed at the time of booking. This should include setting up and clearing away time. These details should be confirmed in writing. Full payment must be made not less than 28 days prior to the event. Any booking of less than 14 days notice, must be paid for in cash **at the time of booking**. In the event of cancellation of a booking, no refund of the letting charge will be made if the cancellation is within 28 days of the booked date.
7. **Hire includes exclusive use of the Hall building. It does not include exclusive use of the Playground, Multi-Use Games Area or the playing field. Any requirements for use of these areas, for example for fireworks, erection of Marquee etc. must be agreed with the committee or appointed representative at the time of booking.**
8. After use, all facilities made available to the hirer must be left clean and tidy. **All refuse must be placed in the bins provided and any overspill removed from the premises.** The hirer will pay for any breakage or damage to the building, contents or grounds, whether or not the cost is within the deposit figure. Under no circumstances must anything be stuck to the walls. A picture rail is provided in the main hall, which may be used for posters etc.
9. Fire exit doors must be free from obstructions, both inside and out, at all times.
10. In the event of a fire, the hirer shall be responsible, **FIRSTLY** to ensure that all persons have left the hall, including meeting room, kitchen, toilets and storeroom, as a priority and **SECONDLY** to telephone the fire brigade.
11. Deposits will not be refunded until the committee is satisfied that there has been no damage, that the premises have been left as the hirer found them and that the above conditions have been observed and keys have been returned.
12. The committee hold an Indoor Sport & Public Entertainment Licence issued by North Wilts District Council to open the hall as follows :
Monday – Friday 09:00 hrs to 01:00 hrs
Saturday - 09:00 hrs to 23:59 hrs
Sunday - 09:00 hrs to 22:30 hrs
Under NO circumstances can these times be exceeded without licence from the relevant authority.
13. The committee accepts no liability for loss or injury to the hirer, his guests or their property.
14. It is the hirer’s responsibility to contact a member of the committee (please see below for details) at least 48 hours prior to booking in order to arrange collection of keys. Keys must be returned at the end of the agreed time.
15. Grittleton Village Hall is a non-smoking venue. Hirers are advised that it is illegal to smoke anywhere in the hall and that they are responsible for ensuring that the law is obeyed.
16. Hirers must ensure that pieces of equipment brought onto the site are adequately insured in respect of public liability, where applicable. The Committee will accept no liability for loss or injury caused by equipment introduced onto the site.
17. Grittleton, Sevington, and Leigh Delemere Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall’s insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall Secretary’.

Committee Contact Details

Rindi Runacres – Hall & MUGA Booking Secretary – 01249 554254, Ian Bennett – Treasurer – 01249 782 444,
Lesley Palmer 01249 783157, Doug King – 01249 782448

Appendix A:

Additional Conditions of Hire during COVID-19

The Hirer is responsible for the following: -

1. Ensuring all those attending comply with the COVID-19 Secure Guidelines as shown on the attached poster (also displayed in the Hall Foyer)
2. Cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used, both before your group members attend and after your period of hire. Appropriate anti-viral products will be available in a clearly accessible location. (Please take care cleaning electrical equipment - use wipes - do not spray!)
3. Recording and maintaining the name and contact details of all those who attend for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.
4. If chairs are needed specific ones will be allocated to hirer and quarantined for 72 hours after use.
5. Making sure that everyone understands that they **MUST NOT ATTEND** if they or anyone in their household has had COVID-19 symptoms in the last 10 days
6. Making clear that if they develop symptoms within 7 days of visiting the premises, they **MUST** use the government 'Test Track and Trace' system to alert others with whom they have been in contact.
7. The Fire Door in the Main Hall must be used as an exit, part of the one way thoroughfare. This must be securely closed on leaving. If temperature allows, please open during hire to increase ventilation.
8. You will keep the premises well ventilated throughout your hire, with windows and doors open as practical. You will be responsible for ensuring they are all securely closed on leaving.
9. You will ensure the following: -
 - a. That current social distancing advice is followed at all times (currently 2 metres or 1 metre plus mitigation)
 - b. That everyone observes the one-way system within the premises,
 - c. As far as possible observes social distancing of 1 metre plus mitigation measures when using more confined areas (e.g. 2 people) moving and stowing equipment, which should be kept as brief as possible.
 - d. Only the disabled toilet will be used unless it is a large event
 - e. If a large event, ensure that only 1 person uses each suite of toilets at one time. (signs will be on doors)

(NOTE: particular care to ensure that social distancing is maintained for any persons aged 70 or over or those clinically more vulnerable to COVID-19, including for example when going in and out of rooms and ensuring they can access the toilets or other confined areas without others being present.

10. Arrange the room, as far as possible, to facilitate social distancing of 2 metres between individual people or groups of up to two households or 1 metre with mitigation measures. Examples of such measures are: using face masks; seating side by side with at least two empty chairs between each person or household group, rather than face-to-face; good ventilation. If tables are being used, place and use them so as to maintain social distancing.
11. Removing and taking away all rubbish created during your hire especially used tissues and cleaning wipes.
12. The Kitchen will remain closed unless a specific request has been approved by the Trustees' COVID Sub Group.
13. Accepting we have the right to close the hall if there are changes to Government guidelines, safety concerns or matters relating to COVID-19. If this is necessary, we will do our best to inform you promptly and you will not be charged for any missed or disrupted hire.
14. The Small meeting room is only to be used if someone becomes ill and requires isolation.
15. If someone becomes ill, except for designating a carer for the ill person, you must ask everyone to provide contact details if you do not already have them and to leave the premises observing the usual hand sanitising and social distancing precautions; advise them to launder their clothes when they arrive home. Inform the Trustees by phoning 01249 554254 so that an appropriate deep clean can be undertaken and other Hirers informed.
16. Avoiding risks of aerosol or droplet transmission, through 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 or instructions difficult.
17. Providing a separate risk assessment for approval if your hire relates to a sport, exercise or performing arts activity, using any guidance from a related professional association/ advisory body if available.
18. Ensuring any equipment brought in by your group is cleaned and disinfected and removed at the end of your hire period, and not to store at the Hall without express permission during the Covid crisis.

NOTE:- Extra time will be allowed for cleaning pre and post your hire period, without charge.

I confirm I have read, understood and abide by these additional COVID-19 terms

Signed Date
.....

Name (print)..... Group Activity
.....

Regular Group Risk Assessment Approved

**A copy of Appendix A must be signed and returned to the Village Hall Trustee
Responsible for Hirers prior to any Hire commencing**

HELP KEEP THIS HALL COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 7 days** of visiting these premises alert NHS Test and Trace. Alert the Trustees on 01249 554254 and alert the organiser of the activity you attended. You must get a COVID-19 antigen test.
- 3. Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
- 4. Use the hand sanitiser provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 6. "Catch it, Bin it, Kill it".** Tissues should be taken home for disposal and remember to wash your hands.
- 7. Face coverings** must be worn unless an exception applies for your activity.
- 8. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot clean all surfaces at the hall between each hire.
- 9. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 10. Keep the hall well ventilated. Close doors and windows on leaving.**
- 11. Wash your clothes when you get home** to reduce risk of transmission.

Appendix B

Suggested Layout for Exercise Classes

