

**Froyle Village Hall - Hiring Agreement – “Covid-19 reopening 2021”**

Date of agreement: \_\_\_\_\_

Parties to this Agreement:

- (1) The Hall named in clause 1.2 acting by its management committee (“Hall”).
- (2) The person or organisation named in clause 1.3 (“Hirer”).

AGREED as follows:

1. In consideration of the hire fee described in clause 1.4, the Hall agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted below and the answers to the questions are terms of this agreement. This Hiring Agreement includes the Standard Conditions of Hire (available at the Hall, on the Hall website and from the person named below in 1.2b below) **and the Covid-19 Special Conditions of Hire during 2021 reopening, set out in the attached Schedule.**

**1.1 Dates(s) and Time(s)**

The standard session times are:

Morning 8.30am – 12.30pm; Afternoon 1.30pm – 5.30pm; Evening 6pm - 11.30pm; All Day 8.30am - 11.30pm.

Hire From: Date and Time: .....

To: Date and Time: .....

**PLEASE NOTE YOUR RESPONSIBILITIES FOR CLEANING IN THE SPECIAL CONDITIONS. The hall will be available for up to half an hour before and after the above session times for preparation and cleaning.**

**1.2 Hall**

(a) Froyle Village Hall: Lower Froyle, Alton, Hampshire. GU34 4LG Register Charity Number 281141

(b) Authorised Representative: Sarah Zorab, Old Court, Ryebriidge Lane, Upper Froyle, Alton, Hampshire GU34 4JX 01420 520361

**1.3 Hirer**

(a) Name, address and phone number of Organiser \_\_\_\_\_

\_\_\_\_\_

(b) Name of Organisation (if relevant) \_\_\_\_\_

(c) Name, address and phone number of Authorised Representative, if different from (a)

\_\_\_\_\_

(d) Commercial use Y/N (e) Froyle Resident Y/N (f) If Commercial, please confirm you have insurance for Public Liability and for your use of the Hall Y/N

**1.4 Hire Fee**

The hall is hired for mornings, afternoons, evenings or full days and generally not by the hour. Rates are displayed at the Hall, on the Hall website, or are available from the person named above in 1.2b

Hire Fee £\_\_\_\_\_ Deposit £50

The Hire Fee and Deposit are due immediately, unless agreed in writing, to confirm the booking. The Hire Fee is non-refundable unless there are exceptional circumstances. The deposit will be refunded within 28 days of the termination of the period of hire, or the cheque destroyed if the deposit is paid separately by cheque, provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to the Hall about noise or

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other disturbance during the period of the hiring as a result of the hiring, and that all rubbish has been removed (not put in the wheelies) and that the Hall has been left in a clean and tidy condition.

Cheques: "FROYLE VILLAGE HALL". Bank transfers: Account 01305140 Sort Code 30-90-15.

1.5 Premises

The Hall is hired as a whole.

The Recreation Ground, Children’s Play Area and the Parking are not part of the Village Hall and are open to the general public.

Storage is not provided for unless agreed to in writing by the Hall Management Committee.

1.6 Purpose/description of hiring

1.7 Will be open to public y/n 1.8 Will Food be served? y/n

2. Apart from a Performing Society Right Licence which permits the use of copyright music to be played for non-commercial use, the Hall does not have Premises Licence authorising any regulated and/or licensable activities. Please confirm if any of the following activities will take place at your event:

- |                                      |     |   |     |
|--------------------------------------|-----|---|-----|
| a. The performance of plays          | y/n | h. Entertainments similar to those in a – g,<br>please describe _____ |     |
| b. The exhibition of films           | y/n | i. Making music   | y/n |
| c. Indoor sporting events            | y/n | j. Dancing  | y/n |
| d. Boxing or wrestling entertainment | y/n | k. Entertainment similar to those in i – j,<br>please describe _____  |     |
| e. The performance of live music     | y/n | l. Provision of food/drink after 11pm                                 | y/n |
| f. The playing of recorded music     | y/n | m. The sale of alcohol  | y/n |
| g. The performance of dance          | y/n |   |     |

2.2 In order to hold a licensable activity on the premises, a Temporary Event Notice (TEN) will need to be agreed with the local licensing authority, EHDC. The Hirer shall obtain the written consent of the Management Committee beforehand. Failure to do so may result in cancellation of the hiring without compensation as there is a limit on the number of TENs which can be granted annually for any premises and this could affect future fundraising by the hall and local voluntary organisations. Will you be submitting a TEN? y/n

2.4 The maximum permitted number of people including the organisers/performers of 25, please indicate the number of people you are expecting \_\_\_\_\_.

3. The Hirer agrees with the Hall to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

4. It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises Licence (see clause 2) or that the Hall Management Committee deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Hall and the Hirer.

5. None of the provisions are intended to or will confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

As Witness the hands of the parties hereto:

Signed by the person named at 1.3(a) above or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable \_\_\_\_\_

(Please note that signatures do not need to be witnessed.)

Please return your Booking Form with a cheque(s) and/or details of bank transfer(s) to the person named above in 1.2b.

**Special Conditions of Hire during Phase 2 of the reopening of the hall during COVID-19.**

Note: These conditions are supplemental to, not a replacement for, the hall's standard conditions of hire.

SC1: You, the hirer, will be responsible for ensuring those attending your 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 maintaining appropriate social distancing and washing hands or using the hand sanitiser when entering the hall and after using equipment, tissues etc.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3: The Hirer acknowledges that the hall may not be cleaned between events and it is the Hirer's responsibility to clean before and after each event. You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using your own ordinary domestic products. The hall will provide an emergency set of cleaning products which will be placed in the entrance lobby. You will be required to clean again on leaving. Note that the hall will be cleaned twice a week by the Hall's cleaner who will undertake increased cleaning to help reduce the risk of spreading Covid-19 but that this is not sufficient to meet the regulations, advice and guidance without the Hirer's own cleaning.

SC4: You will make sure that everyone likely to attend 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** inform you and use the Test and Trace system to alert others with whom they have been in contact. They must seek a Covid-19 antigen test.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6: You will ensure that no more than 25 people attend your activity/event, in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 or two households and that such groups do not mingle. You will ensure 2m social distancing between individuals or groups is maintained as far as possible, including while waiting to enter and using 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. You will make sure that no more than one person uses each suite of toilets at one time.

SC7: You 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, kitchen 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.

SC8: You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or 1m with mitigation measures such as: 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, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

SC9: You **MUST** keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people or 2 households who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster.

SC10: As in the Standard Terms and Conditions, you will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, and taking all rubbish away with you when you leave the hall.

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SC11: You will encourage users to bring their own drinks and food. If drinks or food are made, you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths. If food or drink is being served (as distinct to being made on a DIY basis) it must be served only at tables or as a takeaway service. Provision of food or drink MUST cease before 10pm (i.e. be cleared away by then). If food and drink is served at tables you MUST ensure there is no mingling between groups at different tables, which must be seated in accordance with SC6.

SC12: The Hirer acknowledges that the Hall has the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall at a previous date develops symptoms or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you 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 you promptly and you will not be charged for this hire.

SC13: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to a corner of the Hall. Provide them with a chair, tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them 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. Once everyone else has left the person can leave but depending on the severity of the person's symptoms, you may need to inform the Emergency Services. You are also required to inform the Booking Secretary using the contact details above.

SC14: In order to avoid risk of aerosol or droplet transmission, you 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.

SC15: Where a sports, exercise or performing arts activity takes place, you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

SC16: You will ask those attending to bring their own equipment and not share it with other members. You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before and after use.

SC 17:

You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

SC 18:

Closing: Provision of food and drink MUST cease by 10pm. Any bar, dinner, or similar activity MUST close by 10pm.

# HELP KEEP FROYLE VILLAGE HALL COVID-19 SECURE

1. You must not enter if you or anyone in your household has COVID-19 symptoms in the last 48 hours or have tested positive to the virus in the last 14 days or has been asked to isolate by NHS Test and Trace.
2. If you develop COVID-19 symptoms or are tested positive within 10 days of visiting these premises alert NHS Test and Trace. Also alert the organiser of the activity who will inform the Hall.
3. Maintain 2 metres social distancing as far as possible between different individuals or family groups / 'bubbles'. If you cannot, you must take extra precautions and wear a mask.
4. Use the hand sanitiser provided on entering the premises. Clean your hands often. Soap and paper towels are provided in the toilets and hand sanitisers are available for each table.
5. Face coverings **MUST** be worn unless an exemption applies to a person (eg for health reasons, those aged under 11) or a person has a reasonable excuse not to wear a face covering (eg when taking part in an activity to which an exemption applies, such as eating or drinking). This is a legal requirement.
6. Avoid touching your face, nose, or eyes. Clean/sanitise your hands if you do.
7. "Catch it, Bin it, Kill it". Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands or use hand sanitiser.
8. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrive.
9. Take turns to use confined spaces such as corridors, the kitchen and toilet areas. Briefly passing another person in a confined space is low risk.
10. Keep the hall well ventilated. Close doors and windows on leaving.