**Rendham Village Hall Hire Agreement**

 Supplement (COVID -19 Secure) 3/8/2020

1. Rendham Village Hall will be deep cleansed weekly.
2. Rendham Village Hall will be thoroughly sanitised on the completion of every separate hiring agreement.
3. Access to Rendham Village Hall will only be allowed during the specific time of contracted hire.
4. Each hirer will be required to provide a written risk assessment of their proposed function detailing the procedures they intend to implement during their period of hire in order to comply with Government guidelines to prevent the spread of COVID – 19. This **MUST** be provided alongside the standard Rendham Village Hall hiring agreement. Regular users will be dealt with under a separate procedure.
5. Rendham Village Hall will display multiple public information signs encouraging social distancing, specific COVID-19 advice and general hygiene good practice.
6. Rendham Village Hall will provide multiple touch free hand sanitiser stations.
7. Rendham Village Hall will provide soap, hot water and electric hand driers in the toilets.
8. Rendham Village Hall has reduced the availability of furniture in order to minimise areas that will be touched by persons using the facility.
9. The Kitchen will not be available for use unless a specific request is made in advance of the hire.
10. Access to toilets is restricted to 1 person in/ 1 out achieved by the use of signs.
11. Each hirer **MUST** introduce their own recording procedure to ensure that they can comply with track and trace requirements and to be able to inform the Management Committee should a COVID-19 situation arise.

Declaration: I have read and understand the above advice in connection with my proposed hire of Rendham Village Hall.

Signed………………………………………………………………………………………..

Name in block capitals……………………………………………………………….

Address……………………………………………………………………………………..

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Contact tel…………………………………………………………………………………