**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 is ADVISED to consider and record a risk assessment for their proposed function. Consideration should be made towards the procedures intended to be implemented during their period of hire in order to minimise the potential threat of the spread of COVID. Regular users are dealt with under a separate procedure. Rendham Village Hall does not employ staff; therefore it is incumbent that any hirer using the hall for an event inviting public attendance considers the risks involved. Public safety MUST be paramount and the hirer MUST accept an element of this responsibility. Any lack of due diligence can result in nullification of public liability insurance.
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…………………………………………………………………………………