

ENSTONE PARISH HALL MANAGEMENT COMMITTEE

HIRE AGREEMENT - COVID 19 SECURE (14 July 2020)

THIS AGREEMENT is made between ENSTONE PARISH HALL MANAGEMENT COMMITTEE and:

Name:

Address:

Contact Details:

REQUIREMENT: Main Hall inc Store Rm and Toilet for disabled. (Litchfield Rm is Covid Isolation Rm only)

The hirer is responsible for providing a Covid 19 Risk Assessment for their group and agreeing to the Hall's Health & Safety Policy, Covid 19 Secure Measures shown on Pages 3 & 4 of this agreement.

PURPOSE OF HIRE:

PERIOD OF HIRE: - HOURS: DATE:

HIRING FEE (Booking Manager will refer to this if necessary)
£100 RETURNABLE DEPOSIT PAYABLE AT TIME OF BOOKING*

BALANCE DUE £ (PAYABLE FIVE DAYS PRIOR TO THE EVENT)

***It is a condition of this agreement that the premises are left in a clean and tidy condition and glass waste is disposed of. The deposit will be used to offset cleaning costs if, after inspection, the condition is not met. This booking form must be completed and returned in advance or the booking cannot be confirmed.**

I have read and agree to the Enstone Parish Hall Conditions of Hire document, which forms part of this agreement.

Signature:

Date:

To confirm, please print and sign this agreement and return it together with your deposit (if requested) to the address below **within 7 days**: Bank details for payment are: **Enstone Parish Hall** - Sort code: **20-03-84** - Account: **6002276** (Failure to do so will make the booking null and void). **Enstone Parish Hall, The Paddocks, Enstone, OX7 4AZ**

PLEASE NOTE:

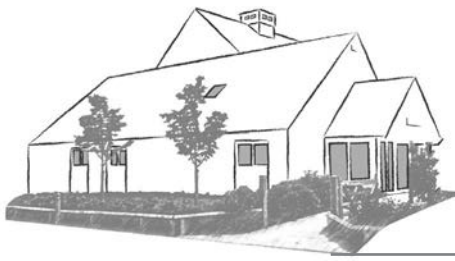
Enstone Parish Hall Management Committee reserve the right to refuse any booking not considered appropriate. Booking applications from a third party will only be considered following the production of a current utility bill as proof of identification. Photocopies not accepted. The Hall is **NOT** available for parties for 16 to 21 year olds.

HIRE CHARGES:

Parishioners: Main Hall: £14.00 per hour Meeting Room: £10.00 per hour

Non-Parishioners: Main Hall: £18.00 per hour (regular users £16.20) Meeting Room: £12.00 per hour

(A 10% discount is given for booking 6 or more consecutive dates. Use of kitchen is included)



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PARISH HALL AUDIO VISUAL SYSTEM.

The Parish Hall has an Audio Visual system consisting of speakers, projectors, screens, controllers and hearing loop located in both the Litchfield Room and Main Hall.

The Litchfield Room function is for meetings therefore the AV equipment is free to use when booking this room.

The Main Hall AV equipment is an optional extra to the function of the hall and therefore an additional fee of £50 is required to hire this function. This is a professional quality AV system and can be used to play music from phone or laptop, show films or use available microphones for speech. There is sufficient connectivity for inputs from the devices mentioned and a blu-ray player for films. This provides an easily operated plug and play AV system with minimal set-up for parties, wedding receptions and film nights. A hearing loop is also installed.

An instruction leaflet and access to the control box is provided as part of the hire agreement.

I would like to hire the Main Hall AV Equipment at a hire fee of £50.00:

NAME: SIGNATURE: DATE:

GENERAL DATA PROTECTION REGULATION (GDPR)

GDPR provides individuals with protection in how their personal data is used by organisations. The Information Commissioner’s Office (ICO) regulates Data Protection laws in the UK and has issued guidance stating that ‘advertising or marketing material’ includes any material, which promotes the aims and objectives of the organisation, not just promoting products or services.

The Enstone Parish Hall Management Committee (EPHMC) on behalf of Enstone Parish Hall keep personal data on those who hire the hall or meeting room. This data falls into two categories:

1. Short term hire (such as a one off party)
2. Long term hire (groups or individuals that hire the hall on a regular basis)

1. In order to raise funds for the Parish Hall we may communicate with those persons on our database, in both categories, in the form of a newsletter or leaflet informing them of an event or activity. This may be sent through the post, emailed or sent as an SMS. Under GDPR we have to ask for your consent - please tick the appropriate box below:

I give my consent to EPHMC to periodically send me fundraising or promotional material – YES NO

NAME: SIGNATURE: DATE:

2. EPHMC use and store personal data from Category 2 groups or individuals to promote the interests or activities for which the Hall or Meeting Room has been hired, (a fitness class for instance). The promotion can take the form of a calendar entry, advert and blog on the EPHMC website, displaying the individual or groups name, telephone number, email address and webpage address. For those who would like the EPHMC to promote their activity we need your consent. Please tick the appropriate box below:

I give my consent to EPHMC to use my contact details in order to promote my activity – YES NO

NAME: SIGNATURE: DATE:



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ANNEX B to EPH Health & Safety Policy: Covid 19 Secure Measures

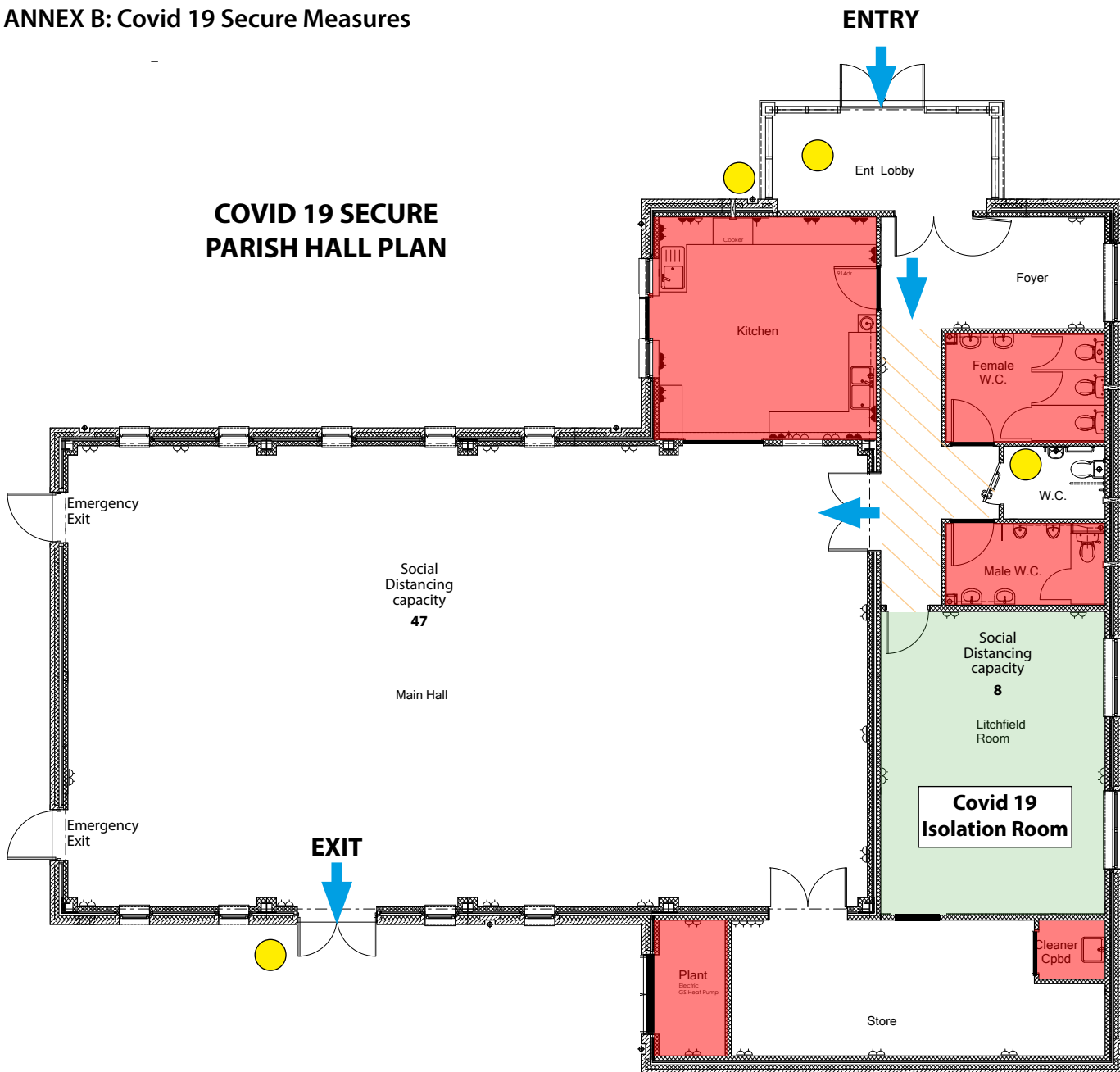
B.1 Areas of responsibility:

1. To mitigate the risk of Covid 19 spread within attendees to the hall it is essential that those booking the hall have their own risk assessment with reference to the guide provided at Annex D. Areas of responsibility for risk mitigation must be agreed by the Hirer and the Hall. These measures will be updated as new advice is given.

B.2 Measures: (Prior to opening, the hall has been deep cleaned).

1. Social distancing measures should be adhered to throughout. Wear masks where appropriate.
2. Everyone entering the building must use the Hand Sanitising station at the entrance.
3. The "in" and "out" system must be used. This is signposted with entry "in" through the front door and exit "out" through the main hall southwest facing doors into the garden, with sanitising on exit.
4. The toilet for the disabled is the only one to be used. This will have a "vacant/engaged" sign for single use at any one time. Sanitiser and paper towels will be in the toilet for use. Hand dryers are not to be used. **DO NOT** flush hand towels or wipes down the toilet but place in a plastic bin liner, which should be secured and removed at the end of the event. If queuing is necessary use the Main Hall or Foyer area.
5. The kitchen is out of bounds and not to be used.
6. All participants should be encouraged to bring their own equipment, sanitiser, food and drink.
7. During use it is advised to have a good air flow through the building, opening windows and doors. Security is also important, so these need to be checked before leaving that they are all secure.
8. Contact details of all participants attending your event must be logged for test and trace purposes.
9. Anyone not attending your event, should wait in the car park and not enter the building.
10. If someone becomes ill during your event with suspected Covid 19, the dedicated responder of the group should immediately move them to the Litchfield Room (open windows) and use the Covid First Aid Box if necessary (see contents of box on Hall Plan). They stay there until they have transport to go home or to hospital if needed. Used tissues and towels should be placed in a plastic bag, which needs to be sealed and left (in a secure place) for 72 hours before being disposed. Contact details of anyone they have been in contact with should be logged and Test and Trace informed. Inform the Hall Bookings Clerk or Chairman or Caretaker. The hall will then be closed for 72 hours and a decontamination clean will be carried out.
11. You will need to advise us of the numbers of chairs and tables you require so these can be sanitised and put in the hall ready for your use.
12. Cash transactions for payment are no longer permitted. A cheque in a clear plastic bag or a Bank transfer must be used.
13. Minimise touching surfaces and equipment to one or two people and make sure that anything touched is cleaned after use or on leaving the hall.
14. Specific Covid secure advice can be given on booking for specific events.
15. **IN THE CASE OF AN EMERGENCY PRIORITISE SAFETY: IN THE EVENT OF A FIRE OR ACCIDENT PARTICIPANTS DO NOT HAVE TO SOCIAL DISTANCE IF UNSAFE TO DO SO**

COVID 19 SECURE PARISH HALL PLAN



- KEY:**
- Direction of one-way system showing entry and exits.
 - 'Pinch points.' Where social distancing is not possible. Wait in Foyer or Main Hall until corridor is clear.
 - Areas not to be used. The Kitchen, Ladies & Gents toilets are out of bounds.
 - Hand sanitiser stations.
 - Covid Isolation Room (Litchfield Room). Includes Covid 19 First Aid Box (contents below):

COVID-19 First Aid Box (Do not use this equipment if you have COVID-19 symptoms)

A plastic chair has been placed in the isolation space with a notice above and all hall users are made aware of this box when they first use the facilities. Laminated instructions for how to respond are attached to the box and a laminated copy of this sheet is in the box.

Face mask (covering) & pair of plastic gloves x 2 – each set in a plastic bag (for responder and patient)	Rubbish bags x 2 (so disposables can be double-bagged). The outer one marked e.g. "Covid-19 waste".
Plastic face shield – for the responder	Washing up bowl for handwashing
Pocket pack of tissues	Small packet anti-bacterial wipes
Hand soap in pump dispenser	Small hand sanitiser gel
	Disposable apron e.g. plastic sleeveless or cheap overalls

ANNEX D: Covid 19 Hall Risk Assessment for Hirers

D.1 Guide Risk Assessment for Hirers:

1. This assessment is a guide for hirers only from a hall perspective and shows areas at risk, what that risk is and actions to take to mitigate the risk. The actions to take in order to mitigate the risk are categorised into the following:

Red – Actions based on Government advice (i.e. should be considered mandatory)

Orange – Actions that are strongly recommended

Green – Actions for consideration

Hirers should have their own risk assessment which should be agreed in consultation with the Hall.

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires.	Other hirers or hall cleaners have not cleaned hall or equipment used to standard required. Group leaves hall or equipment without cleaning.	Group to check with hall committee when hall is cleaned and to agree that the group will make sure regularly used surfaces are cleaned during and after hire e.g. tables, sinks, door and toilet handles.	Who provides cleaning equipment - limited supplies from Hall? Group brings sanitisers and cleaning equipment to clean surfaces.
* Government Guidelines - Sep20 - Groups limited to 6.	Groups of more than 6 want to hire the hall.	Attendees must be in groups of 6 or less. More than 1 group can attend dependent on the social distancing capacity of the hall but Groups must be socially distanced from one another with no mingling between groups.	Hirers to meet the 'Groups of 6' guidelines. Litchfield Rm capacity max people 8. Main Hall capacity max people 47.
Tracking & Tracing the spread of Covid-19.	Inadequate recording of those attending an activity.	Record attendance on every visit to the hall. For those with smart phones use the NHS Covid-19 App.	Posters with the App QR code for the hall are displayed at the entrance
Managing Social distancing and especially people attending who may be vulnerable.	People do not maintain 2 m social distancing. Elderly are vulnerable.	Advise group they must comply with social distancing as far as possible and use one-way system. Wear masks as appropriate. Adopt layout advised. Limit numbers using the toilet. Inform any vulnerable people of the risks.	Hirers to organise their own food and drinks. Allow older people time to use toilets without others present.
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used into dustbins in car park.
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
Anyone showing symptoms of coronavirus.	The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following: new continuous cough, high temperature, loss of, or change in, your normal sense of taste or smell.	Anyone showing symptoms of coronavirus must be placed in the isolation area and asked to wear a surgical mask unless clinically impossible (e.g. due to vomiting). The designated responder is to use Covid First Aid box in isolation room. Once assessed and where the individual does not require hospitalisation, they should return home immediately and inform the relevant public health authority/provide contact tracing information as required. Group organiser to inform hall Bookings Clerk or Chairman or Caretaker..	