

Conditions of Hiring St Paul’s, Quarndon Church Hall

The Hall is hired solely on condition that the hirer, or where the Hall is hired to a society or group of people, a nominated representative of the group, with its full authority, accepts the conditions of hire contained in the attached documents, and agrees unconditionally to be bound by them. Signature of this form is accepted as indicating that all the documents have been read and fully understood.

The documents attached and which together form the Hire Agreement are

- Fire Safety and Evacuation Procedure
- St Paul’s, Quarndon Church Hall, Terms and Conditions of Hire
- Insurance and Licensing Arrangements
- Food Safety Policy
- Smoke-Free Policy
- Alcohol and Drugs Policy
- Legal Reporting of Accidents
- First Aid Briefing
- Accident Report Form
- Safeguarding
- Coronavirus

Please note that regular users of the Hall are required to produce their own Health and Safety Policy for inspection on request.

Acceptance

I confirm that I have read the attached documents and fully understand the content. I agree to be fully bound to comply with the contents thereof. If signing as a representative of a committee, society, business or other body, I confirm that I am empowered to accept the conditions on behalf of that body.

I undertake to pay the required hire fee within seven working days of the issue of the invoice.

Signed..... Date.....

Name of Hirer.....

(Referred to as hirer throughout this document and the ‘responsible person’ unless the hirer has agreed with another person to be said ‘responsible person’)

Name of the organisation in whose name the hire is undertaken

.....

Please post a signed copy (of page 1) of this form to:

Mrs P A Glover, Booking Secretary, Quarndon Church Hall, c/o 129 Church Road, Quarndon, Derbyshire DE22 5JA

Full contact details are found on page 3 of this document

IN CASE OF FIRE OR ANY OTHER NECESSARY EVACUATION

St Paul's, Quarndon Church Hall, 122 Church Road, Quarndon, Derbyshire DE22 5JA

Location – at the junction of Church Road and Burley Lane, opposite the western end of the Common

Procedures to be Followed in the Event of Fire or Other Emergency

On entering the Hall

1. Appoint an individual to take responsibility (the “responsible official”) for safety at the event and ensure everyone present knows their identity (if not done the hirer has this responsibility).
2. Take careful note of all exits from the building, including that on the lower floor
3. Ensure all such exits are unlocked, and fully free from obstruction
4. Take careful note of the position of all fire extinguishers, their type, and the position of the fire blankets
5. Ensure that there is a fully charged mobile phone available in the Hall
6. Announce to everyone in the Hall the position of the exits, and the assembly point. This is outside the Church on Church Road to the south of the Hall.

Fire may be detected by one of the heat or smoke detectors installed throughout the building. The alarms will sound automatically. Please follow steps 3 to 9 of the procedures below.

In the event of fire or other emergency

1. Keep calm and do not panic
2. Loudly shout “FIRE” and activate one of the red “break glass” call points (to the left of the front door; to the right of the emergency door; next to the top of the stairs in the toilet lobby; to the left of the exit door on the ground floor; to the left of the fire door in the Lower Meeting Room). They respond to simple finger pressure.
3. Ensure that anyone in the toilets, the lobby area on the staircase and in the Lower Hall is alerted
4. Move people as quickly to the nearest fire exit. Do not delay to collect personal belongings
5. Ensure that people move as quickly as possible away from the Hall and to the Assembly Point
6. Contact the Emergency Services by calling “999”. If there is the risk of personal injury or people have been subject to smoke inhalation, remember to call the Ambulance Service
7. The “responsible official” should ensure everyone is accounted for
8. If it is safe to do so, use the appropriate fire extinguisher on the fire. The purpose of each extinguisher is shown on its label. Take care to avoid inappropriate treatment – for example never use a water extinguisher on a fire involving oil or grease, or electrical equipment
9. Only re-enter the building when told it is safe to do so by a member of the Fire Service
10. Emergency lighting will automatically come on in all areas of the building affected.

False Alarms

In the event of a false alarm, please follow the instructions below, as quickly as possible.

Action to be taken in the event of a false alarm

The Control Panel is located at head height to the left of the front door. The “responsible official” should familiarise him/herself with the control panel.

If the sounders and beacons are activated, and the “responsible official” is sure that there is no fire or other incident requiring the building to be vacated, follow the following instructions

Red “Fire Zones” tell-tale light will be on; the “General” indicator will be flashing
Press “Silence Internal sounder”

Key 2143 – the yellow “accessed” tell-tale light will come on
Press “Silence/Activate sounders”

The alarms should be silenced, and the “General” indicator show a steady red

The “Fire Zones” tell-tale will indicate 1 (ground floor) or 2 (lower floor)
Inspect the Red “break-glass” boxes to identify if one has been activated
If not, look at each of the smoke or heat detectors. A red light will indicate which has been activated

Phone the Churchwarden with the above information.

Please always leave the alarm silent, and do not attempt to remedy the fault.

Contacts

Church Warden (Mike Annable) 07811 287953

Booking Secretary (Pat Glover) 07780 830371

Church Office 01332 550431

Please note that you are calling re St Paul’s not St Nicks
An answerphone is in use when not staffed

Terms and Conditions of Hire

The Church Hall is controlled by St Paul's, Quarndon Parochial Church Council (PCC). It can be hired for use subject to the conditions set out below. Each hirer may nominate a "Responsible Person" to supervise the hire, and be responsible for controlling the event, ensuring compliance with all aspects of the PCC's policies, as contained in the attached documents, otherwise this is the hirer's responsibility.

The terms and conditions relating to the bookings are

1. Bookings will be arranged through the Booking Secretary, or, when not available, through a nominee designated by the Booking Secretary
2. Applicants must confirm the date, times and purpose for which the Hall is required, and accept the charges in force at the date of use. The time for which the charge will be made must include time for setting up, and for clearing up after the event
3. The PCC reserves the right to refuse or cancel any booking
4. The PCC reserves the right to make a charge, up to the maximum agreed hire charge, if bookings are cancelled without giving 14 days' notice
5. Payment for use by regular users will be invoiced to the user or nominee on a regular basis. Invoices must be paid within 14 days of despatch
6. Payment for use by occasional users will be paid for in advance, together with a refundable deposit of £25, which will be returned to the hirer provided there has been no loss or damage to the Hall or equipment
7. Any damage or loss must be reported to the Churchwarden as soon as possible. If caused by the user, the hirer will be held liable for the cost of repair.
8. The Hall is deemed to be in good condition at the commencement of the time of use and at the end of the hire period, the hall must be left in a safe and tidy state, specifically:
 - Chairs should be stacked at the rear of the Hall, in tiers not exceeding six, but not in front of the radiators. Any remaining chairs can be stacked in front of the fireplace
 - They should not obstruct the fire exit
 - The folding chairs should be stacked on the trolleys. 24 chairs will fit if loaded carefully on one trolley following the instructions attached to the trolley.
 - The small, grey tables should be stacked in the alcoves either side of the fireplace
 - The folding tables should be stacked in the store room in such a way as to allow access to the storage cupboards. The store must be left tidy and uncluttered. No items may be left in the store room unless prior permission is obtained from the Churchwarden
 - All heating, including the water heaters in toilets and kitchen, is switched off
 - All lights are to be switched off and windows and fire doors closed
 - Toilets are to be left in a clean, flushed state
9. Young people under 18 years of age must be supervised by an appropriate number of responsible adults. Such supervision must be adequate for the number of people in the Hall. (see the NSPCC recommendations for this at <https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children>) For all hires, at least one person over 25 years of age must be in attendance, and all hirers must comply with the Safeguarding requirements as set out in the section below.
10. Any key issued to a user is held on trust by them, solely for the event(s) for which the key is issued. If a key is lost, the loss must be immediately notified to the Churchwarden or the Booking Secretary and a charge may be made for replacement.
11. Hirers are responsible for ensuring the safety of their group and are responsible for any accident or injury arising out of the activity for which they have booked the Hall.
12. Hirers must ensure that any equipment that they import to the Hall is safe for the intended use, must be used in accordance with any manufacturer's instructions, and in accordance with Health and Safety legislation.

13. Hirers are reminded that moving and lifting furniture etc. should be undertaken with care, taking regard of lifting principles to avoid injury. Specifically, **USERS MUST NOT DRAG FURNITURE ACROSS THE FLOORS AS THIS CAUSES DAMAGE.** Groups engaged in specialist activities (e.g. plays) are advised to have people trained in manual handling. Users must actively manage hazards, e.g. temporary wiring and spillages to avoid accidents.
14. Hirers are required to ensure that complete details are provided of any accident or incident occurring during their occupation of the Hall, which did, or could, give rise to injury, as soon as possible after the accident or incident, but in any case before the Hall is vacated by the users after the session of use. Please see the First Aid Briefing and the Accident Reporting sections for details.
15. Brushes, a vacuum cleaner, and cleaning materials are available from the cupboard in the middle room and must be replaced tidily after use. Only water should be used to clean spillages on the wooden floors. Hirer should bring their own protective equipment (e.g. rubber gloves) for any cleaning activity in the Hall.
16. Vehicle access is restricted to the Car Park to the rear of the building (which is the property of Quarndon Parish Council) and the spaces at the front. Users are asked to respect the spaces reserved for disabled users.
17. The Hall is situated in a residential area. Hirers and their guests are asked to respect neighbours by leaving quietly and keeping noise to a reasonable level. Any approaches by a neighbour in respect of noise should be given proper and courteous regard, and the noise moderated. Co-operation and neighbourliness must be the key words. In all circumstances, the Hall should be evacuated by midnight.
18. The preparation of food from raw ingredients is strictly prohibited (See the Food Safety Policy)
19. The hirer is responsible for users adhering to the various PCC policies pertaining to use of the hall as follows
 - Food Safety
 - Insurances and Licensing
 - Smoke-free policy
 - Alcohol and drugs
 - Accident reporting
 - First Aid
 - Safeguarding
 - Coronavirus

Food Safety Policy

The preparation and cooking of food from raw ingredients is forbidden under the terms of the agreement with Amber Valley Borough Council who inspect and approve the premises.

The following notes are intended to help ensure that food brought in, heated, and served on the premises is safe to eat.

Please remember that, whether using the facilities as a private group, or offering food to the public, as hirer, you are responsible for maintaining a suitable level of food hygiene.

Regulations relating to food hygiene are strict and are designed to reduce illness induced through poor hygiene by bacteria such as e-coli. Information is available from Amber Valley Borough Council (01773 570222 Ext 1397); the Food Standards Agency (0845 606 0667); or the Government's website www.food.gov.uk/cleanup

Training

A variety of courses in Food Hygiene are available, and if you are regularly using the Hall for distribution of food, we strongly recommend that you seek some qualification at an appropriate level. Amber Valley Council on the above number will be able to tell you about suitable opportunities.

Equipment

The Church Hall is equipped with a domestic oven and hob, microwave oven, electric kettle, electric hot water heater for producing boiling water (not for washing up) and refrigerator. There are notices advising on how to use the equipment, please read them. If you are not familiar with any of this equipment, please do not use it.

Care of Equipment and Cleaning Up

All hirers must ensure that the kitchen is kept clean; all work tops are cleaned after use; the hob, oven, urn, fridge and microwave are emptied, with waste being sealed in plastic bags and disposed of in the rubbish bin outside the Hall. The appliances must be cleaned as appropriate with the materials provided. In short, the message is "leave the kitchen as you would wish to find it", ensuring all equipment is turned off.

To help with ventilation, a window can now be opened in the kitchen as well as using the fan. Please ensure the window is closed and fan is off before you leave.

Health and Safety

Take utmost care when using electrical and gas equipment. When emptying a hot water pot it should be drained as much as possible then the residual water carefully tipped down the sink. The hobs and ovens must not be left unattended whilst in operation

Insurance and Licensing arrangements

Please read the following carefully. Failure to make the necessary arrangements may result in the hirer facing personal liability.

Insurance

Public liability insurance has been taken out with Ecclesiastical Insurance Group. This policy indemnifies St Paul's Parochial Church Council against any liability that occurs as a result of the condition of the premises. **It does not cover any accident that occurs as the result of the occupation of the premises by a hirer, or their subcontractor.** Regular users of the Hall are required to have a public liability indemnity policy of at least £2m, and to exhibit that policy's renewal certificate annually.

Occasional users of the Hall are required to sign to confirm that they are covered under the All Risks section of their household insurance policy, although St Paul's PCC or its representative is under no obligation to confirm such cover.

Where a user uses a subcontractor (for example by hiring a disco or entertainer) they should check that the subcontractor has his/her own Public Liability Insurance.

The Hall is not licensed for the sale of alcohol

Such sale, and activities outside the scope of the licence, can be covered by a "Temporary Event Notice". A limited number of these is available on a calendar year basis. Their issue is controlled by Amber Valley Borough Council. A detailed application is needed, which requires the nomination of an applicant, who will be personally responsible for overseeing its execution. A minimum of two weeks notice is required.

Performance of live music and the playing of recorded music

The Parochial Church Council have ensured that the building is licensed by both the Performing Rights Society (PRS) and PPL (Phonographic Performance Limited), to cover all music. However, any event where music is played must ensure that the performers/providers have their own PRS/PPL licence. It must be remembered that music played on computers or other devices such as MP3 players are regarded as recorded music. It is recognised that this looks like "double cover", but that is, regrettably, what the regulations require.

St Paul's, Quarndon Church Hall

Smoke-free Policy

It is the policy of St Paul's, Quarndon that all workplaces and facilities are smoke-free, and that people who use the facilities have the right to do so in a smoke-free environment. Smoking is therefore prohibited in all areas of the Church Hall. This policy applies to all employees, contractors and users of the Church Hall.

Obligations on Users of the Church Hall Facilities

The responsibility for implementation and compliance of this policy rests with the hirer or nominated "Responsible Person". Each hirer will be expected to have its own smoke-free policy. Hall users will be bound by this policy through accepting the Terms and Conditions of Hire. It should be noted that smoking as part of a performance is also not permitted.

It is recognised that smokers will tend to congregate at entrances to the Hall. Smokers should be encouraged to stay a minimum of 10 metres from entrances and open windows. Hirers are asked to ensure that smokers' litter is cleared from the ground, at the end of the hire.

Non-Compliance

The officers of St Paul's have the right to terminate a hire if they find that the policy has not been complied with. Non-compliance may lead to prosecution, or a fixed-penalty fine.

St Paul's, Quarndon Church Hall

Alcohol and Drugs Policy

The sale of alcohol is prohibited on the premises unless a Temporary Event Notice is held. (Please see the Insurance and Licenses section). Alcohol can be consumed on the premises within certain criteria, provided it is done responsibly.

The licensing regulations must act as a guideline to the consumption of alcohol in the Hall at public and private functions where no Temporary Event Notice is held.

- Alcohol must not be served to people under the age of 18. It is the hirer's responsibility to ensure that, where necessary, proof of age is exhibited. This can be a photo driving licence, passport, identity card, or proof of age card bearing a hologram. Other means of verification are acceptable, provided they can be connected to the person offering them, and they confirm the age or date of birth
- It is the responsibility of the hirer to ensure that no-one consumes alcohol to excess, and to be responsible for the care of people who need assistance

The consumption of illegal drugs on the premises is entirely forbidden.

It is stressed that the hirer is required to ensure that drinking is undertaken responsibly. St Paul's Church representative are under no obligation to supervise these arrangements and accept no responsibility for any adverse occurrences.

Reporting of Accidents – Legal Requirements

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) oblige the church to report to the appropriate bodies any 'major' injuries, accidents at work which result in an employee being off work for three or more days, any incident which results in a member of the public being taken to hospital, or any dangerous incident.

Reporting Process

If any accident occurs on the hall premises, then the hirer, or their designated responsible person (or in the case of hall staff, the person to whom they report) is obliged to report this, no matter how small, by noting them in the Accident Reporting Book, filling in an Accident Reporting Form attached to this document and then notifying the Bookings Manager. This requirement is set out in the First Aid Briefings.

The Churchwarden will then satisfy the legal obligations for all accidents that require reporting by completing a F2508 reporting form, using the guidance notes provided with the form to assist in the completion of the form, and notifying the appropriate authorities:

- By telephoning Amber Valley Borough Council Environmental Health on 01773 570222 (the council switchboard)
- By e-mailing the form to enquiry@ambervalley.gov, and to riddor@natbrit.com (possible if the form is completed on computer with the help of the church administrator), or by writing to Amber Valley Borough Council, Environmental Health, PO Box 15 Town Hall, Ripley, Derbyshire DE5 3XE and to the Incident Contact Centre, Caerphilly Business Centre, Caerphilly Business Park, Caerphilly CF83 3GG.

Type of injury	Phone call required	Form required within 10 days
Major injury	Yes.	Yes
Member of public taken to hospital	Yes	Yes
Employee off work for 3 days or longer	No	Yes
Dangerous occurrence	Yes	Yes

Further Action

The Churchwarden will decide with the PCC Standing Committee whether further action is required, including:

- Reporting the incident to the police
- Closing all or part of the Hall facilities
- Requesting buildings work
- Closing the facilities to the group using the facilities when the accident occurred.

St Paul's, Quarndon Church Hall

First Aid

There are no trained first aid staff provided to users of the hall facilities as part of hall hire. Users of the hall facilities must make their own provision and may carry out their own first aid; in this case they must provide their staff, volunteers, clients and visitors with proper published first aid instructions as per the health and safety legislation on first aid. A qualified first aider should have done at least a basic first aid course and have obtained a certificate.

When administering first aid be careful to minimise infection and contamination. Wash your hands and wear gloves when administering first aid to reduce infection.

Treatment Location

There is no designated first aid room in the hall. In serious cases patients should not be moved unless the first aider is completely happy it is safe to do so. If the patient is well enough to be moved the middle room off the main hall can be a private place to treat them in.

Services

Running hot and cold water can be found in the kitchen, the toilets to the rear of the building and the sink in the area adjacent to the lower hall.

In the Church Hall, the main service management points (electrical distribution boards) are in the kitchen adjacent to the window, in the room adjacent to the lower hall, and in the lighting box above the stage.

First Aid Kits

Basic first aid kits can be found on the kitchen wall to the right as you enter, and in the cupboard in the area adjacent to the lower hall.

The kits are marked with the standard identification of a white cross on a green background and contain a minimum stock of first aid items.

There is a defibrillator on the outside of the church hall on the front wall next to the main door. To use this call 999 and give them the code and location of the defibrillator, they will then give you the code to unlock the box.

Action to take

Any injury that could have potentially serious consequences must be resolved through an immediate call to the emergency services. If you use any items from one of the basic kits please advise Mike Annable on 07811 287953

If you use the defibrillator you must inform Mike Annable as soon as the event has taken place and the defibrillator **must not leave the site of the hall.**

Hazards of First Aid

Certified first aiders understand the hazards of first aid and must take these points into consideration;

The first aider must not place themselves in danger. (e.g. If the patient has been electrocuted). The source of danger must be controlled or eliminated before the first aider assists the casualty.

Do not assume that the injury is not serious. There should always be consideration of the worst outcome to the patient for the injuries they have received and their symptoms.

If there is any doubt as to the seriousness of the injury, the emergency services must be called on either 111 for advice, or 999 in emergency.

Where identified that the patient needs to attend a walk-in centre or hospital but is not serious enough to warrant an ambulance, transport to hospital will need to be arranged.

It is sensible to have identified who would do this at the start of the event rather than have to seek a volunteer when a problem has arisen.

Reporting

Whenever an accident occurs, it is necessary to report it.

Accident reporting should be done as soon as reasonably possible after the injury (at the latest within 24 hours) and straight away if you have used the defibrillator.

The accident reporting book is found with the first aid kit in the church hall kitchen. In addition to logging the accident in the book, a legally required accident report form should also be completed. Copies are held with the book and are attached.

The person responsible for the use of the room should report the accident to the Churchwarden, Mike Annable, on 07811 287953.

ST PAUL'S, QUARNDON CHURCH HALL

122 Church Road, Quarndon, Derbyshire DE22 5JA

ACCIDENT REPORT FORM PAGE 1 OF 3

This form must be used for the recording of all accidents, Injuries and dangerous occurrences whether or not they need to be reported under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 1995.

The form should be completed as soon as possible after the occurrence. Whenever possible, the description of the accident should be completed by the injured person. All details of the report should be checked by a church official once the report has been submitted.

If there were any witnesses to the accident they should complete witness statements as soon as possible after the occurrence. Provision for these statements is provided within this form.

This section to be completed by the injured person or persons involved in the incident.

Full name of person injured.....

Home address.....

Date of BirthTelephone No

Status of person inured Employee Volunteer Visitor/User

(tick as appropriate)

Date of occurrence..... Time of occurrence.....

Place of occurrence.....

Full description of the accident circumstances, including a description of any apparatus or equipment Involved:

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Signed by the person injured..... Date.....

ACCIDENT REPORT FORM PAGE 2 OF 3

This section must be completed by a Church Official on receipt of the form:

If Employee/Volunteer

State nature of employment.....

Was she/he on or off duty at the time?.....

If on duty, did she/he, after the occurrence, continue to work, or go off duty?

.....

If she/he went off duty, at what time and for how long?.....

.....

I/we confirm that as far as I am/we are aware the above details including the description of the accident are true and complete.

Signed..... Print Name.....

Position..... Date.....

Any apparatus or equipment involved in the accident should be set aside and retained for inspection.

ACCIDENT REPORT FORM PAGE 3 OF 3

Statement by Witness 1:

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Signed..... Date.....

Name, Address, and Telephone Number.....

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Statement by Witness 2:

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Signed..... Date.....

Name, Address, and Telephone Number.....

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St Paul's, Quarndon Church Hall

Safeguarding

St Paul's Quarndon recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability. The church is committed to providing an environment that is as safe as possible for children and adults at risk and will adopt ways of working with them that promote their safety and well-being.

The Trustees of the Church Hall have a duty to ensure that all groups using the Hall comply with the Diocese of Derby Safeguarding policy.

Therefore, all hall users who regularly undertake activities with children, young people and vulnerable adults must have a written safeguarding policy in place. Hall users must also provide a copy to representatives of St Paul's Quarndon Parochial Church Council on request. A full copy of the policy and procedures at St Paul's is available on request.

Further advice in relation to safeguarding can be obtained from St Paul's safeguarding officer Alison MacGregor email alisonfrances544@gmail.com

St Paul's, Quarndon Church Hall

Special Conditions of Hire during COVID-19

You the Hirer are responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, in particular using hand sanitiser when entering the hall and after using tissues.

The hall will be cleaned regularly, but you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables and door handles) using your own ordinary domestic products. Please take care cleaning electrical equipment. Use cloths - do not spray!

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, taking all rubbish away with you when you leave the hall.

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. The small meeting room windows can be used to help ventilate the main hall. You will be responsible for ensuring they are all securely closed on leaving. Please note that the small leaded windows in the main hall are not safe to open currently.

You will limit attendees to ensure that safe social distancing can be maintained. You will ensure that all attendees maintain social distancing while waiting to enter the premises and when using more confined areas and observes any one-way system within the premises. All attendees will enter via the fire door and leave via the main door. Please ensure both are locked as you leave.

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing and 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.

Live performances are not permitted at present. This is to avoid risk of aerosol or droplet transmission. For the same reason 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.

You will ask those attending to bring their own equipment and not share it with other members. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards. Toilets can only be used in emergencies and via the appropriately marked toilet.

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 7 days, and that if they develop symptoms within 7 days of visiting the premises they must use the Test, Track and Trace system to alert others with whom they have been in contact.

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 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.

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the kitchen. 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. Inform the Church Warden.

We have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that these hiring conditions 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.