

## **EPKVH (East Preston and Kingston Village Hall) Covid-19 - Conditions of Hire for table & chair activities**

It is a requirement of our Conditions of Hire that Hirers of EPKVH comply with the following:

### **1 Numbers**

The capacities for table and chair activities are:

Miller Barn: 28 people

This number must not be exceeded.

### **2 Before your hire starts**

- 2.1 Please arrive at least 15 minutes before your hire. Sign in at the register adjacent to fire alarm panel in the corridor and include your contact details.
- 2.2 Set out the tables and chairs as shown on the attached plan. Trustees will be available to help with this.
- 2.3 Please wipe down all surfaces that Users may touch: in the hall you are using, the kitchen, the toilets, the corridor and the foyer. Cloths and wipes should be deposited in the bins provided. We will supply cleaning products.
- 2.4 When cleaning is complete, invite your Users in and direct them to a seat.
- 2.5 **Users should wear face covering** while they move to their area.  
Users should keep their face covering on for mitigation the distance between some Users is less than 2 m.  
Users can remove their face covering when eating or drinking.  
*Government guidance states that you do not need to wear a face covering:  
If other indoor premises have a café or seating area for you to eat and drink, then you can remove your face covering in this area only. You must put a face covering back on once you leave your seating area.*
- 2.6 Record who is present and their contact details. These details must be retained for 21 days.  
Ask Users to scan the NHS QR code if then have a smart phone.
- 2.7 Please remind Users that "no one should visit [the Village Hall] or socialise in a group of greater than 6".  
Each social group must keep to social distancing rules.  
See:  
[COVID-19: Guidance for the safe use of multi-purpose community facilities](#)
- 2.8 Please ask any Users who are diagnosed with Covid-19 during the 14 days after their visit to the Village Hall to notify the Premises Manager (07493 526210) and the Chairman (07939 482705).

### **3 During your hire**

- 3.1 Ensure that Users do not share anything.
- 3.2 Do not play music and talk simultaneously (to avoid shouting).
- 3.3 Open or leave open high-level windows and fire doors to promote ventilation.
- 3.4 Please use contactless payment methods for any payments Users may make to you, the Hirer.

**4 If someone feels unwell**

- 4.1 If someone feels unwell, please arrange for them to be accompanied to the kitchen.
- 4.2 If the ill person is displaying any symptom of Covid-19:
  - 4.2.1 The person looking after them should put on Personal Protective Equipment which is available in the kitchen.
  - 4.2.2 Please instruct all other users to thoroughly wash or sanitise their hands and leave the building.
  - 4.2.3 Notify the Premises Manager (07493 526210) and the Chairman (07939 482705) so that they can cancel the day's remaining booking and arrange for a deep clean.
  - 4.2.4 Arrange for the ill person to be taken home.

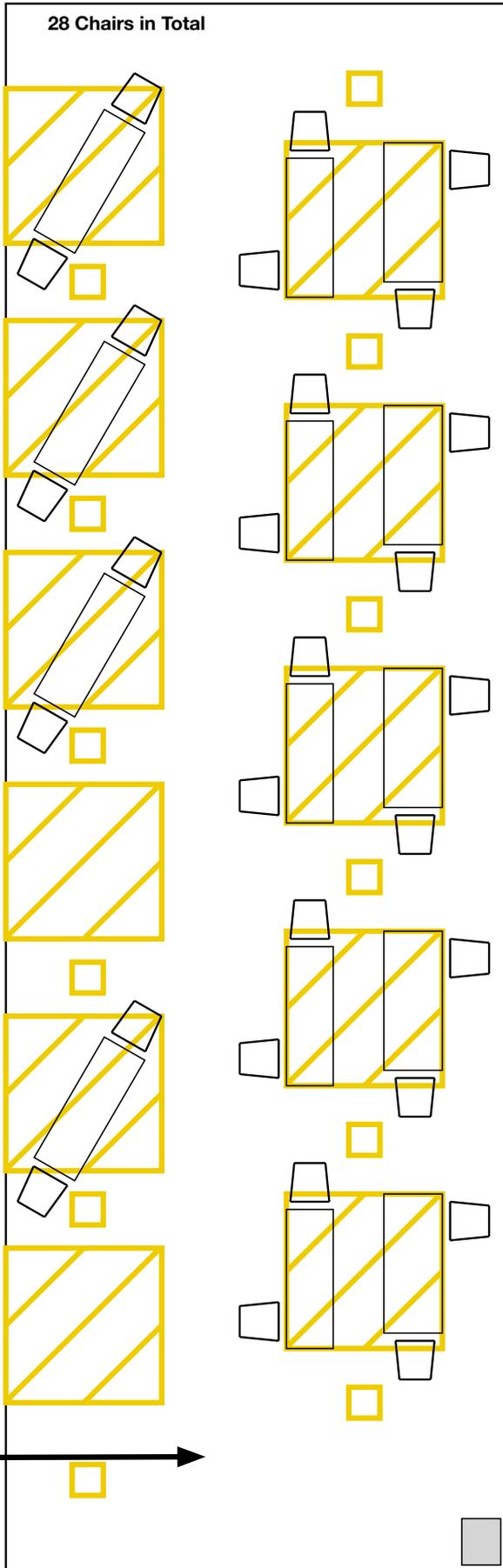
**5 At the end of your hire**

- 5.1 At the end of your hire, please ask Users put their face covering on and leave the hall promptly, while maintaining social distancing.
- 5.2 Please wipe down all surfaces that Users may have touched in the hall you are using, the kitchen, the toilets, the corridor and the foyer. Cloths and wipes should be deposited in the bins provided.
- 5.3 At the end of your hire, please sign out.

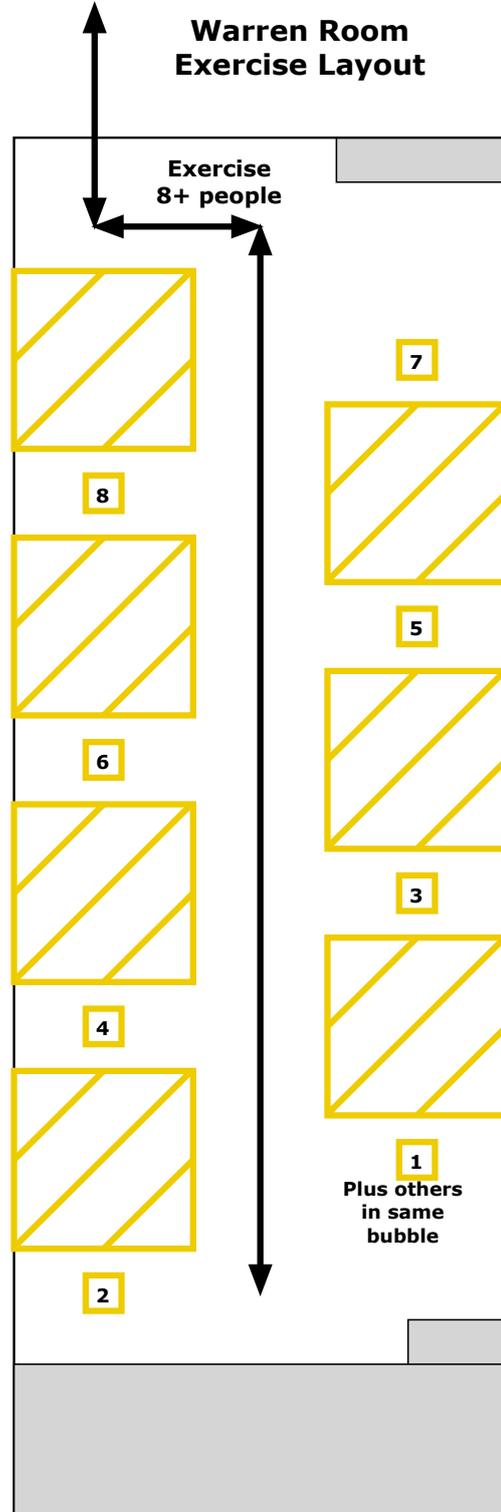
END

Plan  
East Preston and Kingston Village Hall  
52 Sea Road, East Preston, BN16 1LP

### Miller Barn Table and Chairs Layout



### Warren Room Exercise Layout



EPKVHTable&ChairsLayout  
REA EPKVHManualCovid19 > EPKVH2mDistance  
V3 29 Aug 2020