

GREEN SCHOOL MANAGEMENT COMMITTEE

THE GREEN SCHOOL
CHURCH STREET
MARKET DEEPING

CONDITIONS OF USE FOR HIRERS

1. BOOKING

The Hall may be booked, if available, on completion and acceptance of the booking form. The Management Committee reserves the right to decline booking.

The Caretaker or representative of the Green School Management Committee (Management Committee) shall have free access to the premises.

2. SUPERVISION

The Hirer is responsible for the supervision of the premises during the period of hire and must ensure that the Hall is not used for any unlawful purpose. The hirer is not allowed to sub-hire the Hall under any circumstances.

Hirers should ensure that due consideration is given to residents in neighbouring properties when leaving the property.

3. DAMAGE

The Hirer is responsible for any damages to the building and contents and agrees to indemnify the Management Committee for the full cost of any necessary repairs and replacements and in the event of death or injury to any person whatsoever.

4. LICENCES

The Hirer must state, on the booking form, whether or not alcoholic drinks will be made available for purchase during the period of hire. The obtaining of a Temporary Event Notice is the responsibility of the Hirer.

On Saturdays and Sundays, the use of the Hall for dancing and music, is restricted to the hours of noon to 10.00 pm.

The Hirer is responsible for ensuring that a Performance Rights Society licence is obtained to permit the playing of records, tapes, discs and films.

Appropriate licenses for performance of all musical works, whether published or manuscript, performed on the premises vocally, instrumentally or mechanically as entertainment, for which a charge is made, must be obtained from the Performing Rights Society.

Any necessary licenses required must be obtained by hirers from the local authority e.g. for performance of plays, public dancing, music or other entertainment, games of bingo. Hirers must ascertain from the District Council whether or not a license is required for such use for any use to which the premises are to be put to and, if so, obtain and ensure full compliance with the necessary licence.

5. COMPLIANCE WITH LEGISLATION RELATING TO CHILDREN OR VULNERABLE ADULTS

The Hirer shall ensure that any activities at the premises for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. **Child Protection Policies are the responsibility of the Hirer.**

6. HEALTH & HYGIENE

The Hirer shall, if preparing, serving or selling food, observe all relevant foods health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with food Temperature Regulations.

7. ELECTRICAL APPLIANCE SAFETY

The Hirer shall ensure that any electrical equipment brought in by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations.

8. CAR PARKING

The Hirer is responsible for supervising car parking arrangements to ensure that the Highway is not obstructed.

9. INSURANCES

The hall is insured under an appropriate Church Halls Policy. The Policy Covers Buildings, Landlords fittings, fixtures and decorations, Public Liability and Employers Liability. Any organisation using the Hall for Commercial Purposes MUST have their own Public Liability cover.

10. FIRE

Fire appliances are situated in the following places:

- (a) Kitchen – Multi-purpose Dry Powder extinguisher.
- (b) Hall – two water extinguishers.

The fire door is for use in an emergency only and must not be propped open as this contravenes fire regulations.

Compliance with the Fire Arrangements, as displayed in the Hall, is the responsibility of the hirer.

11. TELEPHONE

Hirers should ensure that they have access to a mobile phone in case of emergency.

12. FIRST AID KIT

A First Aid kit is situated in the kitchen. The contents are for First Aid Use only. An items used must be recorded in the Record Book enclosed with the Kit. Any accident must be recorded in the accident Book. The Hirer should seek to ensure that at least one person in attendance is competent to give first aid.

13. CANCELLATION

The Management Committee reserve the right to cancel the hiring in the event of emergency repairs. The Management Committee shall not be liable to the Hirer for any resulting loss.

If the hirer wishes to cancel the booking before the date of the event the following cancellation penalties will apply.

Parties and one-off hire

Two weeks or more notice – 10% of the booking fee

Two weeks or less notice 100% of the booking fee

Any penalty charges charged, or repayment of fees shall ultimately be at the discretion of the Green School Management Committee.

14. COMPLETION

At the end of the function the Hirer is responsible for ensuring that the Hall is left in a clean and tidy condition. All rubbish should be taken away from the premises.

15. SMOKING

The Hall is designated a public place and smoking is prohibited to comply with the law. Visitors who wish to smoke are requested to use the area outside the entrance door and afterwards extinguish their materials in the receptacle provided.

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3:

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4:

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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They must seek a COVID-19 antigen test

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will ensure that no more than 23 people attend your activity/event, in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 (unless they are a "qualifying group") and that such groups do not mingle. You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, that they observe the one-way system within the premises, and as far as possible observe social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time.

SC7:

You 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, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, or other confined areas without others being present. You must also follow the latest guidance requiring the wearing of face coverings when inside the hall. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of six or less people or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, face coverings and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

SC9:

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.

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided by the main entrance before you leave the hall. All other rubbish should be taken away with you when you leave the hall.

SC11:

Users are encouraged to bring their own drinks and food. If food or drink is being served (as distinct to being made on a DIY basis) it must be served only at tables or as a takeaway service. Provision of food or drink MUST cease before 10pm (i.e. be cleared away by then). If food and drink is served at tables you MUST ensure there is no mingling between groups at different tables, which must be seated in accordance with SC6.

SC12:

We will 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 the Special Hiring Conditions above 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.

SC13:

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 [Committee Room]. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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 management committee on 07759 878675

SC14: For events with more than 23 people (when allowed) you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

SC15: In order to avoid risk of aerosol or droplet transmission 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.

SC16:

Other special points as appropriate.

- Where a sport, exercise or performing arts activity takes place:
You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.
- Where a group uses their own equipment:
You will ask those attending to bring their own equipment and not share it with other members.

SC 17:

You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.