



ST. BOSWELLS VILLAGE HALL

Special Conditions of Hall Hire during COVID-19

These conditions follow advice provided by our advisory organization, The Bridge. They are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

SC1: Planning ahead

- Ensure that everyone likely to attend your 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 and Protect scheme.
- You will have discussed with people who are vulnerable in some way the level of risk involved in attending your event.
- The hall is required to store personal details of clients as part of the **Test & Protect** scheme – this is mandatory. The event organizer shall advise clients that they should be prepared to “scan in” via the **Check in Scotland** posters positioned in the hall with their smartphone cameras on entering the building. Alternatively, contact details may be written on the forms provided by the hall (placed in the lobby beside the hand sanitizer dispenser). One type of form is for individuals, for example for a person attending an event who cannot “scan in” though other group members can do so. Another is for groups, on which all the group-members’ details can be written in by the event organizer. In the case of small groups, this form may be the simplest and best option for providing all the required details. Completed forms should be posted into the locked postbox we have placed in the lobby for this purpose. Details shall be held confidentially for 21 days, and then destroyed. Contact details for **EVERYONE** in the building must be provided. This also applies to children’s events.

SC2: Preparing the building for your event

- The Hall’s front door key shall be made available in a key safe located outside the front door, the event organiser having been given the code. One key is for the front door, the other to the little white box beside the sanitizer dispenser which contains a thermal temperature “gun” that may be used should an event organizer wish to check someone’s temperature.
- The organiser should ensure that the front door is securely closed, to prevent members of the public casually entering.

SC3: Entering the building

- On entering, you are strongly advised to use the hand sanitizer provided in the dispenser. All group members should have been informed of this advice.

SC4: Using the building

- You are advised to keep the meeting area well ventilated, with windows and doors open as appropriate. Please ensure that they are firmly closed as you prepare to leave.
- In hospitality settings, as in the case of a sit-down dinner, face coverings can be removed while seated in expectation of eating and drinking. However, face coverings should be worn when moving about, e.g. queuing at a bar, going to the toilet. Face coverings can be removed for dancing in hospitality settings. After a dance, if a person then goes anywhere other than back to their original seat (e.g. to go to the toilet), they are required to wear a face covering once again. It is now possible for people to stand and drink at a bar. In which case, a face covering can be removed. However, organisers must discourage standing and drinking if it is likely to create pinch points. Standing with no drink (e.g. going to buy a drink) will require a face covering. Table service is no longer required for the serving of food and drink, but room layout and people-management should aim to discourage people congregating at pinch points (e.g. crowding around a buffet table). Event-organisers must advise their guests of these requirements.
- Catering. In all communal areas, catering, serving and bar staff, whether paid or voluntary, will have to wear a face covering. In a separate kitchen, closed-off to event attendees, staff can remove face coverings if they can remain one metre from colleagues or anyone entering the kitchen.
- **External caterers and professional event-organisers must be made aware of, and comply with, the hall's safety measures. This is the responsibility of the person who has booked the event in the hall. All their names and contact details must be provided for the Test and Protect scheme (see above) as administered by the hall committee, irrespective of what other arrangements their employers may have made.**
- Using the kitchen. The hall's crockery and cutlery should be dish-washed or cleaned and dried thoroughly before being stored for re-use. Alternatively, caterers may bring and take away their own items. Or users may bring their own disposable paper cups and plates, which after use should be removed from the hall and disposed of. Surfaces in kitchen areas should be cleaned and disinfected after each use.
- Using the toilets. Hands should be washed thoroughly, and paper towels deposited in the bins provided.

SC5: Leaving the building

- While it is not mandatory, users are encouraged to wipe down surfaces they may have touched. A box with cleaning materials is on the stage. Should anyone wish to give the floor a wipe, do not spray onto it the detergent in the squirty bottle. A mop and bucket may be found in the kitchen, with cleaning liquid under the sink.
- You are responsible for ensuring the front door is firmly locked. **Please test it's secure by lifting the lever.**
- Replace the key ring in the key safe.

Updated 1st September. This information has been provided by the Village Hall Management Committee, to apply to events following 9th August 2021.

Secretary contact: secretary@stboswellsvillagehall.org