

Booking terms and conditions

Updated booking conditions required to be accepted as part of conditions of use following Covid-19

GENERAL NOTES

HALL VOLUNTEERS will, if required, open the Hall and show hirers the accommodation, safety aspects, location of lighting & heating switches and the facilities in the kitchen, including the cleaner's cupboard.

HIRERS will LOCK the Hall after use having completed required cleaning and exit tasks outlined below.

The Hall may be cleaned by hirers following an evening event on the following morning but prior to 9am to allow for other lets using the Hall. This MUST be arranged with the Booking Secretary.

SAFETY

There are several fire exits, a fire detection system and fire extinguishers. There is an emergency torch in the kitchen. Please familiarise yourself with the location of the exits and extinguishers and see the notice board for the correct procedure should a fire occur.

The Hall has a NO SMOKING policy.

COSTS

All costs are at the discretion of the Hall Management Committee and must be paid in advance. The Hall is run by voluntary endeavour, NOT the local authority.

INSURANCE

The Hall insurance does NOT cover your property and you are responsible for any licenses or permissions – alcohol, entertainment etc. Any electrical equipment brought into the Hall should carry a current PAT certificate.

NOISE

Please respect the residents of properties close to the Hall in the evenings, ensuring that you leave quietly and do not run nor rev-up cars and coaches.

LIVE TV

It is forbidden to watch live TV in the hall - we do NOT have a license. Anyone caught using a TV will be asked to vacate the hall and a fine may be imposed.

TABLES & CHAIRS must NOT be taken outside.

Cleaning after use

GENERAL

Please see next section for specific Covid-19 cleaning obligations of all users.

The hall is a community resource that is run on a volunteer basis. Your support in maintaining the cleanliness of the hall is requested.

Please follow the below guidance on general responsibilities and specific actions based on the rooms you have hired.

ALL USERS

- All interior lights switched off
- All exterior lights switched off
- All keys returned to kitchen key box
- Any spillages cleaned up.
- Toilets tidy and all toilets flushed
- Switch off immersion heater (kitchen) & pump (lobby)
- Keyholders must ensure hall locked on exit
- Return key to box on wall outside main door, please ensure key box locked.

MAIN HALL

- All furniture cleaned & put away
- Hall heaters switched off
- Stage door locked.
- Hall floor swept.

KITCHEN

- All dishes washed and put away
- All personal items removed from fridge
- Kitchen floor mopped
- Kitchen work tops cleared and cleaned

MEETING ROOM

- All furniture put away
- Floor hoovered.

COVID-19 Conditions

GENERAL

The following information and conditions have been prepared to inform users and the steps taken by Thornhill Community Hall to provide a safe venue in light of the Covid-19 pandemic and updated safety guidelines now in place.

This section also outlines the responsibilities of users in line with guidance issued.

All users must accept these conditions as part of a booking.

HALL CAPACITY

- Based on current guidance a maximum of 20 users are allowed in the hall at any one time
 - This does not include children aged under 12.
 - No bookings will be accepted for over 20 users
- All users must follow government guidance including the rule of 6 from 2 within the hall, no tables of more than 6 adults from no more than 2 households. Adults should not move tables during the booking.
- Only the main hall is available for booking at the current time to best enable social distancing at 2m.

ALL USERS

- Provide lead booker contact name and number to Booking Secretary (bookings@thornhillcommunityhall.org.uk)
- No users are allowed to enter the hall if displaying Covid-19 symptoms or have been asked to self-isolate as a result of track & trace or similar instructions.
- **Notify the Booking Secretary (bookings@thornhillcommunityhall.org.uk) immediately if any hall users are diagnosed with Covid-19 or subject to Track & Trace restrictions**
- Users are responsible for all track and trace information related to their group in line with government guidance.
- Users are responsible for following government guidance related to their specific activities including social distancing guidelines, restrictions on activities
- Users must follow social distancing guidelines if queuing to enter the hall and should not linger around doorway on exit from hall.
- All users should use hand sanitiser provided on entry to hall
- Kitchen
 - No more than 2 people allowed within the kitchen area at the same time.
 - Users are advised to clean crockery & cutlery ahead of use
- Stage
 - Users should sanitise hands before and after using heating controls or stage

curtains

- The following **disinfectant** cleaning **must** be completed **before** and **after** user activity in the hall
 - Disinfectant is provided in every area of the hall.
 - Kitchen - Disinfect all kitchen worktops, door handles and switches
 - Toilets - Spray and wipe round toilet seats and sinks in toilets.
 - All areas including main hall – Spray/wipe all light switches and door handles used.
 - Notify the Booking Secretary (bookings@thornhillcommunityhall.org.uk) of any shortage of hand sanitiser or disinfectant spray.

THORNHILL COMMUNITY HALL

Have a regular cleaning regime and following a deep clean on re-opening will carry out the following on a weekly basis:

- Disinfect all doors and light switches
- Disinfect all kitchen work surfaces
- Disinfect all toilet seats and sinks in bathrooms
- Mop or hover all floors.

Any specific cleaning requirements over and above this is the responsibility of the user, the Hall will provide extra time for this to take place at no cost where practical.