



## Terms and Conditions of Hire

### Definitions

The Charity	Beech Village Hall and Recreation Ground
BVHMC	Beech Village Hall Management Committee or their representative
The Hirer	The individual or organisation that makes the booking for the Hall's facilities.
The Hall	The Beech Village Hall and Recreation Ground facilities including the Hall buildings, Village Green and car park, and the Recreation Ground between Medstead and Wellhouse Roads.

It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises Licence or that the Beech Village Hall Management Committee (BVHMC) deem necessary, shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the BVHMC and the Hirer.

None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

### PREMISES LICENCE

1. The Village Hall has a Premises Licence, a Performing Society Rights For Music Licence (PRS) and a Phonographic Performance Limited Licence (PPL) which permit the use of copyright music in any form, e.g. record, compact disc, tapes, radio, and television or by performers in person and otherwise limits when events may take place. If other licences are required in respect of any activity in the Village Hall the Hirer should ensure that they obtain the relevant licence.
2. Alcohol may be consumed on the premises, but the sale of alcohol by a Hirer is not allowed without the bar manager being a Personal Licence Holder or a Temporary Event Notice obtained for the event. Under no circumstances is alcohol to be supplied to persons under the age of 18 years.
3. No alcohol shall be consumed outside the premises after 22:30 hours.
4. All licensable activities (e.g. playing of music and sale of alcohol) shall cease by 22:30 hours and the premises vacated by 23:00 hours.

### BOOKINGS AND FINANCE

#### 1. Deposits

A refundable Security Deposit will be required for all single event bookings at the time of the booking. This will be refunded within 10 working days following the event date if the hall is deemed to have been left in a satisfactory condition and no cancellation charges are due. A charge of £100 will be made if the keys for the Village Hall are lost or otherwise not returned to the Booking Manager.

#### 2. Sale of Alcohol

Hirers needing to apply for a Temporary Event Notice (TEN) for the sale of alcohol at the event will be required to forward a copy of the Approval Notice to BVHMC before the date and strict observance of the terms of the TEN must be adhered to.

## Terms and Conditions of Hire

### 3. Invoices

Full payment of any hiring invoice must be made to confirm the booking and in any event 30 days prior to the Hirer being granted access to the Hall and grounds unless agreed otherwise.

### 4. End of Hire

The Hirer shall be responsible for leaving the halls and kitchen and surrounding areas in a clean and tidy condition.

- a. The Hall should be properly locked and secured with all lights, taps and heating turned off, windows and doors closed and locked (unless directed otherwise) and any contents temporarily removed from their usual positions (i.e. chairs and tables) properly replaced, otherwise the BVHMC shall be at liberty to make an additional charge.
- b. It is the responsibility of the Hirer to ensure that all persons, including helpers, musicians, and bar staff, etc, vacate the Hall.
- c. Kitchen equipment must be thoroughly cleaned and replaced in the cupboards provided.
- d. All bottles and rubbish should be removed from the Hall and taken off site.
- e. All breakages or damages must be reported to the Booking Manager as soon as possible.
- f. The key should be returned promptly to the Bookings Manager as directed.

### 5. Stored Equipment

The BVHMC accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than sanctioned stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day until the same is removed.

The BVHMC may use its discretion in the following circumstances:

Failure by the Hirer, either to pay any charges in respect of stored equipment due and payable, or to remove the same within 7 days after the agreed storage period has ended, may result in the BVHMC disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

### 6. Complaints

The Hirer must notify BVHMC of any complaint relating to the hire of the Village Hall in writing within 14 days of the hire date.

### 7. Cancellation

In the event that the Hirer cancels the booking, in writing to BVHMC, the following charges will be applied:

- 28 days or more notice: No charge and Security deposit will be returned if applicable.
- Less than 28 days and more than 13 days notice: 50% of the hire cost.
- Less than 14 days notice: 100% of the hire cost

## Terms and Conditions of Hire

The BVHMC reserves the right to cancel any booking or to change hire charges by giving 4 weeks written notice to the Hirer in advance and shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

### HIRER'S OBLIGATIONS AND RESPONSIBILITIES

#### 1. The Hirer

The Hirer, not being a person under 21 years of age, agrees to be present during the hire or be represented by an authorised person and to comply fully with this Hire Agreement. Furthermore, the Hirer, or their representative, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

#### 2. Health & Safety

- a. The Hirer is responsible for keeping a list of attendees so that a Roll Call can be completed following any forced evacuation of the premises
- b. The Hirer is responsible for understanding and for advising all attendees:
  - a. of the location of fire exits, extinguishers, first aid kit and fire assembly points that are indicated on the Hall's Notice Board;
  - b. that no smoking, naked flames or candles are permitted in the Village Hall;
  - c. that all entrances, exits and fire exits must be kept clear.
  - d. the procedure in the event of fire, accident or incident
- c. The Hirer must report the details of all and any incidents or accidents to the BVHMC

#### 3. Young Adults' Parties (Adults aged between 18 and 22)

Such bookings require the specific approval of the Bookings Manager.

Parties primarily for young adults under 22 years of age will not be permitted unless supervised by an adult or adults over the age of 21 years and at a ratio of 1:20.

The leading supervisor's name and contactable mobile telephone number must be given at the time of booking on the appropriate Booking Form.

#### 4. Children's Parties

- a. Individuals hiring the Hall for activities for children must review our Safeguarding Policy and ensure appropriate supervision of children by their parents at all times.
- b. If the Hall is in use by multiple users the Hirer is responsible for ensuring other users are aware of the presence of Children and the appropriate level of extra supervision required in shared areas.

#### 5. Safeguarding Vulnerable Users

Where the Hirer has attendees deemed as 'Vulnerable Users' the Hirer must take additional steps to safeguard them and those who may come into contact with Vulnerable Users.

## Terms and Conditions of Hire

Vulnerable Users are defined as Children under 18 years of age or a person who may be in need of services by reason of mental or other disability, age or illness; and who may not be able to take care of him or herself, or is unable to protect him or herself against significant harm or exploitation.

### a. Hire by an Individual

- i. Individuals hiring the Hall for activities for children must review our Safeguarding Policy and ensure appropriate supervision of children by their parents at all times
- ii. Individuals hiring the Hall for the purposes of holding activities where Ofsted registration is required should show their registration and their own Child Protection Policy. Safe recruitment processes should be used by the Hall users to appoint staff who will be working with children or vulnerable adults in any kind of activity
- iii. If the Hall is in use by multiple users the Hirer is responsible for ensuring other users are aware of the presence of Vulnerable Users and the appropriate level of extra supervision required in shared areas.

### b. Hire by an Organisation

- i. The Hirer must have a documented Safeguarding policy.
- ii. Any adult working with children or Vulnerable adults or who have unsupervised access, must have a current, satisfactory and appropriate Disclosure and Barring Service (DBS) check in place.
  - a. It is the hirer's responsibility to ensure that these are in place before the hiring takes place.
  - b. BVHMC may ask to see evidence of this.
  - c. It is the hirer's responsibility to ensure that anyone who has not had this check is never left alone with a child or vulnerable adults
- iii. Hirers must satisfy themselves that the premises and facilities are suitable for their needs.
- iv. In the event of a child or vulnerable adult not being collected after an event, the responsibility of dealing with the situation rests solely with the hirer, who if necessary must seek advice or involvement from the authorities or Police.
- v. The Hirer must ensure appropriate supervision of children and/or Vulnerable adults at all times
- vi. If the Hall is in use by multiple users the Hirer is responsible for ensuring other users are aware of the presence of Vulnerable Users and the appropriate level of extra supervision required in shared areas.

## 6. Supervision

The Hirer shall, during the period of the hiring, be responsible for:

- a. Supervision of the premises, the structure and the contents; their care, safety from damage however slight or change of any sort;
- b. The behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway and damage to the Village Green.
- c. Parking is not allowed on the grass unless specifically authorised.

## Terms and Conditions of Hire

- d. As directed by BVHMC, the Hirer shall make good or pay for all damage (including any accidental damage) to the premises, car park or to the fixtures, fittings or contents and for loss of contents.

### 7. Use of premises

- a. The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
- b. BVHMC reserve the right to refuse admission to any person or persons without reason.
- c. No entrance charge may be made to attendees at private events without the written permission of BVHMC.

### 8. Noise

- a. The Hirer shall ensure that the minimum of noise is made on arrival and departure and in compliance with the Premises Licence strictly limit any noise after 22:30.
- b. Music may only be played indoors at a reasonable volume and all music, recorded or live, must cease by 22:30 hours.
- c. The Hall is fitted with a noise pollution system which will cut power to sound systems when the limit is breached.
- d. The Hirer shall ensure that there is no outside performance of live or recorded music without the written permission of BVHMC.
- d. The Hirer shall respond positively and politely to any and all concerns from disturbed neighbours about excessive noise or unacceptable behaviour.

### 9. Food Hygiene

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

### 10. Public Safety Compliance

- a. The Hirer must comply with all conditions and regulations made in respect of the Hall by the Local Authority, the Licensing Authority and UK health and safety legislation.
- b. The Hirer must act positively where they can reasonably do so, to prevent injury, ill health or any danger arising from their activities or operations.
- c. The Hirer must report the details of any accident, injury, incident or malfunctioning equipment or facilities to BVHMC as soon as possible.
- d. The Hirer must familiarise themselves in the following matters:
  - i. The action to be taken in event of fire
  - ii. The location and use of fire equipment
  - iii. Escape routes and the need to keep them clear.
  - iv. Method of operation of escape door fastenings.
  - v. The importance of closing fire doors in the event of a fire.

## Terms and Conditions of Hire

- e. The Hirer must pay particular attention to the following in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. In advance of the event, entertainment or activity:
  - i. That all fire exits are unlocked and panic bolts in good working order.
  - ii. That all escape routes are free of obstruction and can be safely used.
  - iii. That any fire doors are not wedged open.
  - iv. That exit signs are clear.
  - v. That any fire hazards on the premises are supervised.

### 11. Means of escape

- a. All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.
- b. Emergency lighting, smoke and heat alarms must not be switched off or otherwise tampered with.

### 12. Outbreaks of fire

- a. The Fire Brigade must be called to any outbreak of fire, however slight.
- b. The Hirer must ensure that the building is completely evacuated and attendees assembled on the Village Green.
- c. The Hirer must ensure that attendees do not attempt to re-enter the building until given approval by the Fire Brigade
- d. The Hirer must report to the Fire Brigade Officer and a Roll Call taken to ensure all persons are safe and/or inform them of any missing persons and their last known position.
- e. The Hirer must notify the Bookings Manager and document details of the incident to BVHMC.

### 13. Electrical Appliance Safety

The Hirer should be aware of the following:

- a. the Hirer must ensure that any electrical appliances brought 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 1989. Where a residual circuit breaker is required the Hirer must make use of it in the interests of public safety.
- b. the BVHMC does not accept any responsibility should any such appliance activate the systems that protect the hall's power supply. The cost of rectifying any damage done to the Hall's electrical supply system will be recovered from the Hirer.
- c. the BVHMC will not accept any responsibility for any inconvenience or loss, including consequential loss, that may occur due to a power failure caused by that above, or by the power company supplying the Hall in the form of a general power cut.

### 14. Insurance and Indemnity

The Beech Village Hall & Recreation Ground Charity accepts no liability for any loss or damage incurred during the hire of the Hall and grounds. It is the responsibility of the Hirer to take out specific insurance for the event if required.

The Hirer shall be liable for:

## Terms and Conditions of Hire

- a. the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises, and
- b. all claims, losses, damages and costs made against or incurred by the BVHMC, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- c. all claims, losses, damages and costs made against or incurred by the BVHMC, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, the Hirer shall indemnify and keep indemnified accordingly each member of the BVHMC and the Village Hall's employees, volunteers, agents and invitees against such liabilities.

### 15. Accidents and Dangerous Occurrences

- a. The Hirer must report the details of any accident, injury, incident or malfunctioning equipment or facilities to BVHMC as soon as possible using our Accident or Incident reporting form.
- b. The Hirer must report certain types of accident or injury to the UK Health and Safety Executive (HSE) using an online Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) report.
  - i. BVHMC will give assistance in completing this form.
  - ii. The list of circumstances that must be reported is maintained online by the HSE.

### 16. Sale of goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the Organiser's name and address.

### 17. Film shows

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. The Hirer should ensure that they have the appropriate licences to show films.

### 18. Drones

The Hirer shall ensure that Drones or Unmanned Aerial Vehicle's (UAV's) are not flown from the Hall or grounds without the written permission of the BVHMC. Subject to BVHMC approval:

- a. All operators must comply with Civil Aviation Authority (CAA) legislation and guidance, outlined in the Drone and Model Aircraft Code, which covers operator ID, Flyer ID, safety, privacy, where UAVs can fly legally, and any authorisations and precautions that may be required.
- b. Flights will be limited to
  - i. One UAV operating for a maximum of 20 minutes in any one day.
  - ii. The UAV must remain within the perimeter of the Village Green at all times.
  - iii. The operator must not film people without their permission.



## Terms and Conditions of Hire

### 19. No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

### 20. Deliveries

Deliveries to the Village Hall may only be made during the hire period (unless agreed otherwise by BVHMC) and must be supervised by the Hirer or their authorised representative. Fire exits must not be obstructed as a result of any such deliveries.

## PROHIBITIONS

### 1. Smoking

The Hirer shall ensure compliance with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made there under. Any person who breaches this provision must be asked to leave the premises.

### 2. Gaming, Betting and Lotteries

The Hirer must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

### 3. Explosives and Flammable Substances

The Hirer shall ensure that:

- a. Highly flammable substances are not brought into, or used in any part of the premises,
- b. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of BVHMC.
- c. No decorations are to be put up near light fittings or heaters.
- d. No naked lights, including candles, are permitted without prior consent of the Bookings Manager.

### 4. Heating

- a. The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of BVHMC.
- b. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used in any event.

### 5. Unacceptable Behaviour

- a. The Hirer shall ensure that excessive consumption of alcohol is controlled and that drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity.
- b. Alcohol must not be served to any person suspected of being under the age of 18.
- c. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way must be asked to leave the premises and the grounds.
- d. No illegal drugs may be brought onto the premises.



## Terms and Conditions of Hire

- e. No activities leading to a disturbance of the peace or that are offensive to public feelings are allowed, e.g. profanity, nudity, strip tease, impropriety of language, dress, dance or gesture.

### 6. Fly posting

The Hirer must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the BVHMC accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

### 7. Fireworks

The Hirer must ensure that Fireworks are not ignited from the Hall or grounds.

### 8. Animals

- a. The Hirer must ensure that no animals (including birds) except guide dogs are brought onto the premises, other than for a special event agreed to by the BVHMC.
- b. No animals whatsoever are to enter the kitchen at any time nor any part of the premises where food is present.

### 9. Dangerous and Unsuitable Performances

Performances involving danger to the public or of a sexually explicit nature shall not be given.

### 10. No Alterations

- a. No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written or emailed approval of the Bookings Manager.
- b. No sticky tape or blue/white tack may be used on the walls or blinds.
- c. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Bookings Manager remain in the premises at the end of the hiring. It will become the property of the BVHMC unless removed by the Hirer who must make good to the satisfaction of the Bookings Manager any damage caused to the premises by such removal.

**ON THE COMPLETION OF OUR BOOKING FORMS AND/OR SUBSEQUENT INVOICE  
PAYMENT FOR THE HIRE OF BEECH VILLAGE HALL, THE HIRER IS ACCEPTING ALL  
TERMS AND CONDITIONS HEREIN.**

[bookings@beechvillage.org.uk](mailto:bookings@beechvillage.org.uk)

## Terms and Conditions of Hire

### Appendices

#### Special Conditions of Hire during COVID-19

##### **These conditions are:**

**Supplemental to, not a replacement for, the hall's ordinary conditions of hire.**

**Apply when the UK government imposes 'COVID-19 restrictions':**

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

##### **SC1: Covid secure requirements**

The Hirer, will be responsible for ensuring those attending their activity or event comply with the COVID-19 Secure requirements while entering and occupying the Hall, as detailed on our website and noticeboard, in particular, using the hand sanitiser supplied when entering the hall and after using tissues.

##### **SC2: Covid risk assessment**

The Hirer undertakes to comply with any actions or requirements identified in the Hall's risk assessment, which is available on the Hall noticeboard.

##### **SC3: Cleaning**

The Hirer 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. The Hirer will be required to clean again on leaving.

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

##### **SC4: Do not attend with COVID-19 symptoms**

The Hirer will make sure that everyone likely to attend their activity or event understands that they **MUST NOT ATTEND** 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: Ventilation**

The Hirer will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. The Hirer will be responsible for ensuring they are all securely closed on

## Terms and Conditions of Hire

leaving.

### SC6: Social distancing

The Hirer will ensure that:

- a) No more than 27 people attend their activity/event in the Main Hall and 6 in the Lounge or Annexe Meeting Room, in order that social distancing can be maintained.
- b) People attending do so in groups of no more than 6 or two households and that such groups do not mingle.
- c) 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.
- d) No more than one person use each suite of toilets at one time.

### SC7: Clinically vulnerable users

The Hirer 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, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

### SC8: Furniture

The Hirer 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 2 households, 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, The Hirer 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: Attendee list

The Hirer 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 or 2 households who attend together).

This can be done either by operating an advance booking system which collects these details, or by asking

## Terms and Conditions of Hire

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 the Hirer's NHS QR poster.

### **SC10: Disposal of rubbish**

The Hirer 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: Food and drink**

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 the Hirer MUST ensure there is no mingling between groups at different tables, which must be seated in accordance with SC6.

### **SC12: Hall Closure**

The Charity is required 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 the Hirer promptly and the Hirer will not be charged for this hire.

### **SC13: COVID-19 symptoms whilst using the Hall**

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall the Hirer MUST:

- a) Remove them to the designated safe area, normally the Lounge/Bar area
- b) Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing.
- c) Ask others in the 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.
- d) Inform the BVHMC by completing an incident report using our online reporting system <https://www.beechvillage.org.uk/problem-reporting/> or email at [Bookings@beechvillage.org.uk](mailto:Bookings@beechvillage.org.uk) or phone on 07501187496

## Terms and Conditions of Hire

### **SC14: Events with more than 30 people**

For events with more than 30 people (when allowed) the Hirer 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: Limit voice levels**

In order to avoid risk of aerosol or droplet transmission the Hirer 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.**

For sports, exercise or performing arts activity takes place:

- a) The Hirer will organise activity in accordance with guidance issued by the relevant governing body for the sport or activity

Where a group uses their own equipment:

- a) The Hirer will ask those attending to bring their own equipment and not share it with other members
- b) The Hirer will ensure that any equipment they provide is cleaned before use and before being stored.

### **SC 17: Face covering**

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.