

**MAYFIELD MEMORIAL HALL**  
A Registered Charity No. 305280

**VERSION 3 - September 22, 2020**  
**COVID-19 SPECIAL CONDITIONS of HIRE, CHECKLIST & AGREEMENT**

Please read carefully. By signing your booking form you are also agreeing to the special conditions of hire. Note: These conditions are supplemental to, not a replacement for, the Hall's ordinary terms and conditions of hire. Checklists will also be available at the hall.

**Whilst the maximum number of people allowed in the building is 30, the Lead Organiser is responsible for ensuring that the number of people at their event and the way they socialise complies with the current government rules.**

This is to be used in conjunction with the MMH Covid-19 Risk Assessment and booking form below.

**Lead Organiser (L.O.)**

Every group must appoint a Lead Organiser (L.O.) who will be responsible for ensuring all the procedures are followed and for unlocking and locking the hall.

If the normal L.O. is unavailable, his/her nominated deputy must be made aware of all procedures and the booking secretary advised of any changes.

The L.O. can delegate specific roles to other group members, (eg monitoring entry/exit; names and contact details for test and trace), but ultimately they remain responsible for ensuring these procedures are followed.

**Covid-19 Symptoms & Test & Trace**

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 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact. They should also alert you as the organiser/hirer, who **MUST** alert Shirley Holland 01435 872163, 07791 288374. Don't just leave a message, please keep trying if not answered.

If anyone falls ill with Covid-symptoms during your hire, isolate them – in the back left dressing room and notify the booking secretary. Follow your risk assessment procedure to vacate the hall.

**Key Collection**

Please collect only the **colour coded keys assigned to you** – the same colour as the chairs.

**Opening the Hall**

Although every hirer is asked to follow all the hall hire exit checklist, the Management Committee cannot guarantee that the previous hirers have followed the exit procedure correctly. On entry we recommended hirers wipe down key surfaces/switches/handles they know they will be touching during their hire.

**Furniture**

The chairs are in four colour coded groups (coloured tape on metal top of seat). You will be allocated one group of chairs. They are to be returned to their allocated place. **No other chairs can be used for your hire.**

**Tables**

Only the large trestle tables or small square tables can be used.

**Kitchen**

Preparation and serving of light refreshments is permitted.

Only maximum of 2 people working in the kitchen, wearing suitable face coverings.

The kitchen water heater is left permanently on.

The urn and kettle are available.

The cupboards are sealed so no crockery/cutlery can be used. Hirers risk assessment must state what procedure they are following for their attendees to partake of refreshment.

The fridge and free-standing work tops have been removed.

Dishwasher cannot be used.

**Toilets**

One toilet cubicle and one sink are available in the ladies and gents. The main doors to the toilet areas are left open and it's a "one in, one out" policy. If the disabled toilet is required by a member of your group, the lock can be unlocked by the L.O. only using a 1p or 2p coin. The L.O. is responsible for locking it again after use.

**Entering the Hall**

The L.O. enters and exits via the kitchen.

Everyone entering the hall should either use the alcohol based sanitising gel or thoroughly wash their hands with soap & water before taking their seats in the hall/handling any furniture.

Smaller groups ( $\leq 10$ ) are welcome to only use the kitchen door for entry & exit. 11+ use main doors.

The L.O. opens the main doors to allow people to come in, use hand sanitisers/bathrooms to clean hands before entering the hall.

**L.O. ensures contact details of each attendee are recorded for test & trace and kept for 21 days.**

### **Main Doors – VERY IMPORTANT**

The L.O. MUST ensure the main doors are properly closed before the meeting starts to prevent anybody from wandering in to use the hall toilets.

### **Exiting the Hall**

The L.O. is responsible for controlled exit following social distancing measures. Group members are encouraged to sanitise their hands on exit.

### **Stage**

Hirers may need access to the stage to use screen/extra lights/sound box. Please use the steps by the stage for this purpose.

### **Dressing Rooms**

These areas are out of bounds to all hirers, unless access is agreed by the Management Committee.

### **Microphones**

All microphones in the hall are out of use. Groups who wish to use a microphone are encouraged to bring their own wireless microphone which can be plugged into the remote unit. Advice can be given to groups on their purchase and use. It would be advisable to bring spare AA batteries.

### **Cleaning by the MMH**

The MMH is responsible for the cleaning of the toilets and every effort will be made to ensure these are cleaned frequently. The hall will have a thorough clean at least once a week.

### **Hire times**

Every hirer is being allocated an extra 15 minutes before and after their hire times, free of charge to allow for the extra cleaning required.

### **Cleaning materials available at the Hall**

Hand sanitiser  
Anti-bacterial spray and disposable cloths  
Fabric antibacterial spray  
Disposable gloves

### **Risk Assessments**

Before any hire can commence, the hirer must submit a risk assessment to the Management Committee. For monthly meetings, a new one will be required for each hire as circumstances of each hire might be different. A template for the hirers use will be sent with the Hall's Risk Assessment.

### **Face Coverings**

In accordance with government guidelines, face coverings should be worn by attendees if appropriate (ie not when eating or drinking), whilst inside the hall. Speakers are encouraged to wear face shields at the group's own cost.

### **Cleaning Checklist**

Every hirer will be required to leave a copy of their signed check list at the hall. See "letter box" for this purpose.

### **Cancellation of hire**

The Management Committee of the Hall reserve the right to cancel any bookings where the hirers are found to not be following the conditions of hire, have not submitted their risk assessment or if the government advice on the use of community buildings changes or if a previous hirer has advised that an attendee has tested positive for Covid-19, and a sterilisation period or additional cleaning is required.

The MMH Management Committee will amend the Covid-19 conditions of hire in accordance with the latest government advice.

**Mayfield Memorial Hall Management Committee have undertaken extensive risk assessments and measures to protect all hall users, hirers and staff from the risks of the transmission of COVID-19. We have clear guidance in place for anyone who enters the facility to follow to minimise the risk of transmission. In turn we are not liable for the transmission of the virus for anyone who has attended the facility unless in any way this is due to the negligence of OVHT and the Team. It is the Hirer's responsibility to in turn follow all measures in place to minimise this risk and their own negligence.**

**MAYFIELD MEMORIAL HALL COVID-19 CLEANING CHECKLIST**  
**Version 2 – September 14, 2020**

**ON EXIT** - Use the antibacterial spray & disposable cloths to wipe those surfaces below that you or a member of your group has touched. If you prefer to use your own disposable wipes then feel free.

**ON ENTRY** - We recommended hirers wipe down the surfaces/switches/handles they know they will be touching during their hire.

**PLEASE COMPLETE IN CAPITALS**

GROUP	
NAME OF LEAD ORGANISER	
DATE OF HIRE	
TIME OF HIRE	
KEY & CHAIR COLOUR	

Declaration: The above meeting has met all the Memorial Hall Covid-19 Conditions of hire appropriate to the meeting. I have cleaned the surfaces below on exit:

SIGNED.....PRINT NAME.....

**CHECKLIST (Please tick if used and wiped. Post in box in kitchen.)**

<b>MAIN HALL</b>	<b>TICK if CLEANED</b>
Curtains – use special spray	
Patio door handles	
Handrail on steps	
Tables used	
Chair trolley	
Front double door handles	
Swing door if opened	
<b>CLOAKROOM</b>	
Cloakroom door handle	
Broom(s) handle	
Dustpan	
Light switches	
<b>STAGE</b>	
Light switch (corner)	
Hall light switches	
Sound box & plug	
Screen	
Wireless microphone remote unit	
Curtain to access switches – use special spray	
<b>KITCHEN</b>	
Urn and/or kettle	
Work surfaces/taps/sink	
Kitchen draining board	
Light switches	
Door handles	
Teapot	
<b>Any other points not above</b>	
<b>KEYS – use Burnetts’ wipes to clean set.</b>	

**Mayfield Memorial Hall: Application to Hire Dated September 1, 2020**  
 (No bookings are confirmed until this form is completed and returned to the Bookings Secretary)

<b>I (Name of Person)</b>		<b>of (Organisation)</b>	
<b>of (Address)</b>			
	<b>Postcode</b>	<b>Telephone No</b>	
<b>Hereby apply to hire the Memorial Hall, Mayfield on (Date)</b> <input style="width:100%;" type="text"/>			
<b>Time (to include <u>your</u> preparation and clearing up, but <u>excluding</u> the extra 15 minutes at the start &amp; end of your hire period assigned for extra Covid-19 cleaning) from</b> <input style="width:50%;" type="text"/> <b>to</b> <input style="width:50%;" type="text"/>			
<b>For the purpose of</b> <input style="width:40%;" type="text"/> <i>(Continue on back for multiple bookings)</i>			
<b>If you have an email address and are happy to receive confirmation of your booking and your bill via email, please provide it here (please print clearly)</b> <input style="width:90%;" type="text"/>			
<b>In accordance with the General Data Protection Regulation (GDPR May 2018) I agree to my details above being kept solely for the purposes of hiring the Memorial Hall. They will only be used by members of the management committee for the administration of the booking. PLEASE TICK IF IN AGREEMENT</b> <input style="width:30px; height:30px;" type="checkbox"/>			

Please tick as appropriate

1	Main Hall and Kitchen	
2	Stereo System & Microphone (Necessary for loop system)	(Additional key required)
3	Screen	(Additional key required)
4	Are you proposing to serve alcohol? (see <b>note b</b> )	
5	<b>If YES to No. 4:</b>	
	(a) Do you propose to provide alcohol <b>completely</b> free (See <b>note c</b> ) or ask your guests to bring their own alcohol?	
	(b) Do you wish to apply to sell alcohol under the Memorial Hall's premises licence? <b>(See No.2 in the Conditions of Hire)</b>	
	(c) Do you wish to apply for a <b>Temporary Event Notice</b> from W.D.C. <b>(See No.2 in the Conditions of Hire)</b>	

**Note b** Permission to serve alcohol is subject to committee approval, which it has the right to refuse.

**Note c** "Completely Free" means that the alcohol is, for example, **not** included in the price of an entry ticket to the event; is **not** part of an incentive to buy raffle tickets (e.g. "Buy a ticket and you get a free drink"); is **not** subject to donations.

I have read the attached "Special Covid-19 Conditions of Hire" and "Memorial Hall Covid-19 Risk Assessment" governing the hire of The Memorial Hall, Mayfield and **I agree to abide by them and to follow government advice at the time of hire** and to hold myself responsible for the hire charges and for following the Covid -19 procedures. **I have included my risk assessment.**

Signed  Office Held  Date

**Please return only this form (READ & KEEP the rest) to the Bookings Secretary:  
 Mrs Shirley Holland, 1 Victoria Road, Mayfield, East Sussex TN20 6ES  
 Telephone 01435 872163 (Evenings)      If written confirmation is required, please enclose a S.A.E.**

<b>Hall Admin Use Only</b>			
Booking form received		Alcohol Requested	
Confirmation to hirer (Verbal/Written/Email)		Committee Approved	
		Hall Licence Holder advised of contact details	