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Bradfield Village Hall
Bradfield Southend, Reading RG7 6EY
Registered Charity No 300129

HIRE AGREEMENT

This agreement is between the Bradfield Village Hall Management Committee and the Hirer.

The Hirer _____

Authorised Representative of: _____

Address _____

Telephone _____

E-mail _____

The Date/Time of Hire _____

Purpose of Hire _____

There are a number of new regulations and measures in place to reduce the spread of COVID-19. Please read the following and sign and date to confirm that you have read and agree to adhere to these new measures when using the hall.

- The number of persons in the hall at any one time must not exceed 40.
- It is the hirers responsibility to ensure that no person should enter the building if they themselves or have been in close contact with someone displaying symptoms, have had a positive COVID-19 test or are living with someone who is self isolating.
- One door should be used to gain access to the building and one for exit and hand sanitiser should be used upon entry and exit of the building.
- It is the hirers responsibility to ensure the regular cleaning of table tops, kitchen worktops, high traffic areas and any equipment used during the hire period.
- Only one person at any one time should enter/use the toilets and the signage on the door should be used to ensure others are aware when it is in use.
- Any barriers or one way systems that are put in place must be adhered to.
- Any PPE that is worn during your hire, must be disposed of safely by yourselves and any contaminated PPE should be double bagged, labelled and stored for 72 hours before being disposed of.
- The hirer must inform the management committee or bookings secretary IMMEDIATELY of any possible COVID-19 case.
- In the event of a positive/confirmed case, the hall will be closed for 14 days to allow for isolation.
- The hall should be kept well ventilated when in use so windows and doors should be kept open wherever possible and ensure that they are closed again before exit of the building.
- Continued good hygiene should be practised regularly during your hire period.

It is the Management Committees responsibility to ensure that the hall is regularly cleaned, including door handles and high risk areas and that all appropriate signage is supplied. Toilet rolls, hand soap and paper towels will be supplied in both the toilets and the kitchen. We will also ensure that no other persons (cleaner/workman) will enter the building during your hire period. In the event of a suspected/confirmed COVID-19 case, the management committee reserve the right to close the building at short notice.

Signed (hirer) _____

Date _____

Signed (BVH) _____

Date _____