

STUDLAND VILLAGE HALL

CONDITIONS OF HIRE

Please note especially specific conditions relating to Coronavirus precautions on Page 6

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, its authorised representative.

The COMMITTEE shall mean the Studland Village Hall Management Committee.

The Hall shall mean the whole building or any part of it agreed for hire in the hiring agreement.

Hire of Hall

All applications are to be made via the Online Booking System on Studlandvillagehall.co.uk, or failing that in writing on the form provided and forwarded on completion to the Booking Secretary. The person who registers the booking on the system or who signs the form shall be considered the HIRER. The HIRER shall be personally responsible for complying with these conditions and with the associated Village Hall Operating Guide. The HIRER shall be at least 18 years of age.

The Hall holds a Premises Licence under the provisions of the Licensing Act 2003. In general, it permits licensable activities in the Hall between the hours of 0900 and 2359 daily. The HIRER shall observe the permitted licensable activities. A copy of the Hall Premises Licence may be viewed if required and the HIRER shall be deemed to have had notice of the permitted licensable activities.

The HIRER shall not use the Hall for any purposes other than that described in the hiring agreement.

The HIRER shall not sub-let the Hall or any part thereof.

Other than by prior agreement at the time of booking, the session times are as follows:

Morning: 0900-13.00

Afternoon: 14.00-18.00

Evening: 1900-23.59

The COMMITTEE reserves the right to cancel a hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the HIRER shall be entitled to a refund of any deposit already paid.

The COMMITTEE reserves the right to put an immediate stop to any entertainment or meeting which in their opinion is in breach of the conditions of hire.

In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the COMMITTEE shall not be liable to the HIRER for any resulting loss or damage whatsoever.

The COMMITTEE reserves the right to amend the conditions of hire at any time and will give one month's notice of any such amendment.

Alcohol

The HIRER is to inform the COMMITTEE if it is proposed that alcohol drinks are to be available at the event. No retail sale of alcohol may be undertaken by the HIRER except with the written permission of the COMMITTEE and with the appropriate licence (Temporary Events Notice).

Indemnity

The Hall is insured for legal liability for accidental injury to third parties or for damage to their property arising from use by the HIRER of the Hall. This insurance cover will also apply to the HIRER, provided the £1m limit of indemnity is not exceeded and the use of the Hall by the HIRER is for non-commercial purposes. The HIRER is advised to confirm that any commercial enterprise used by them is also adequately covered whilst operating in the Hall.

The HIRER shall indemnify the committee for the cost of repair of any damage done to any part of the Hall and surrounding grounds or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.

The HIRER shall, if selling goods in the Hall, comply with the Fair Trading Laws and any code of practice used in connection with such sales. The HIRER shall be responsible for any risks associated with their goods whilst in the Hall.

Public Safety

The HIRER is to ensure that a strict "No Smoking" policy is enforced everywhere in the Hall, including the rear lobby and toilets. Any smoking outside and in the immediate vicinity of the Hall is to be controlled by the HIRER, having regard to pollution and fire risks, and any smoking debris cleared away by the HIRER on completion of the period of the hiring.

Electrical installations must not be disconnected or otherwise interfered with. The HIRER shall ensure that any electrical appliances brought by him, or anyone acting on the HIRER's behalf, to the Hall are tested and in date to the required regulations and be safe and in good working order. Any electrical appliances not meeting the required regulations are not to be used in the Hall. Where a residual circuit breaker is provided with such appliances the HIRER must make use of it in the interests of public safety.

The HIRER shall ensure that no additional lights or extension from the electrical distribution system shall be used without the previous written permission of the COMMITTEE.

The HIRER shall be responsible for ensuring that emergency exits are kept clear of obstructions and for the necessary actions to be taken in the event of fire, including calling the Fire Brigade and evacuation of the Hall. The HIRER shall make his/herself familiar with the Fire Safety Note for Hirers (below).

The HIRER is to ensure that no fireworks are discharged in the Hall at any time, or within the grounds of the Hall except with the prior permission of the COMMITTEE.

The HIRER shall ensure that no animals (including birds) except guide dogs or personal assistance dogs are brought into the Hall, other than for a special event agreed to by the Committee. No animals whatsoever are to enter the kitchen at any time.

THE HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. The kitchen in the Hall is registered with the Environmental Health Officer in Purbeck District Council and meets their requirements.

In the event of an accident involving injury, the HIRER must report as soon as possible to a member of the Management Committee and complete the relevant section in the Hall's Accident Book. The COMMITTEE provides a basic first aid kit but can not be held responsible for the consequences of its use, which is at the HIRER's risk. Any failure of equipment, either that belonging to the hall or brought in by the HIRER, must also be reported as soon as possible. Certain types of accident or injury may have to be reported on a special form to the local authority. The COMMITTEE will give assistance in completing this form.

Prevention of Public Nuisance

The HIRER shall, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements.

The HIRER is to ensure that car parking does not create a nuisance to the residents immediate to the Hall or cause any obstruction to the roads. The COMMITTEE cannot be held liable for any loss or damage to cars.

The HIRER shall ensure that the minimum of noise is made on arrival and departure at the Hall.

Protection of Children from Harm

THE HIRER shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children.

The HIRER shall abide by the British Board of Film Classification (BBFC) when any films are shown. If any "adult entertainment" is to take place, the HIRER is to ensure that this does not take place in front of minors.

Hall Capacity

The maximum practical capacity of the Hall is follows and the HIRER undertakes that these limits shall not be exceeded:

	Main Hall	Meeting Room	
Seated at tables	130	20	
Seated audience style	152*	30	* reduced to 140 if the stage is used
Standing	300	40	

Use of the Hall

The HIRER shall ensure that no bolts, nails, tacks, screws, bits, pins, Sellotape, Blu-Tack or other like materials shall be driven into or fixed to any part of the Hall nor shall any placards or any other articles be fixed thereto without the previous written permission of the COMMITTEE.

The HIRER shall be aware of the caution to be exercised when moving furniture and equipment.

The HIRER must not remove any HALL furniture or equipment from the premises without prior written permission from the COMMITTEE.

Additional equipment, furniture, etc provided by the HIRER must be brought into the Hall and removed within the hiring times, or within prior agreed times.

The HIRER shall take responsibility for the responsible and legal disposal of any rubbish accumulating from activities during the period of hire. Any confetti or similar materials used at events are to be bio-degradable.

The HIRER shall ensure that no flags, emblems or any other decorations are displayed outside any part of the Hall without the previous written permission of the COMMITTEE.

Actions on Commencement of Hire

The HIRER shall, on commencing their period of hire, ensure that:

- Floor coverings are in place for floor protection, where appropriate
- They have noted the condition of the Hall and any problems, advising the COMMITTEE if necessary
- Brief those for whom they are responsible of the fire and emergency arrangements and ensure these are carried out in the event of an emergency.

Actions on Completion of Hire

The HIRER shall, on completing their period of hire, ensure that:

- All equipment used, including tables and chairs, is properly stowed away; stackable chairs around the sides of the Hall, folding chairs and tables in the cupboard.
- Taps are off in kitchen and lavatories
- The cooker and all other kitchen appliances are off and kettles and other portable appliances disconnected from mains sockets. The exceptions are the refrigerators and the water heater in the kitchen and the microphone receiver/hearing loop transmitter connected to the PA system in the large cupboard.
- All lights, except emergency and security lights, are out. Please note that the lights in the toilets are operated by ceiling sensors and will switch off automatically after a time delay.
- All exterior doors and windows are confirmed shut, including the door to the rear lobby
- Check that all rooms have nobody left inside
- Any breakages, defects or potential hazards are promptly reported to the COMMITTEE
- Everything is tidy and clean and as the HIRER would have wished to have found the Hall on commencement of the hire
- All items brought by the HIRER and anyone using the Hall during the hire period are removed. The COMMITTEE cannot be responsible for any items left.
- The main door is confirmed locked on leaving
- The car park gate is locked

Actions on a Succession of Hiring Periods

If, on completion of a hiring period, the outgoing HIRER finds that an incoming HIRER is waiting to commence their period of hire in the Hall or any part of it in succession, the outgoing HIRER is to ensure that the incoming HIRER is ready and prepared to assume responsibility for the Hall. The last HIRER using the hall at any time shall be responsible for the Actions on Completion of Hire as described above.

VILLAGE HALL FIRE SAFETY A NOTE FOR HIRERS

Under the new fire safety regulations (the “Regulatory Reform (Fire Safety) Order 2005”) the fire service is no longer responsible for certifying buildings for fire safety. Responsibility for fire safety in law now rests with the “Responsible Person”, which is defined as “the person who has control of the premises” or “the owner”. The Village Hall Management Committee is the “Responsible Person” in overall terms, and has carried out a Fire Risk Assessment and regularly tests the system as required by the Regulations.

However, as hirer you are also temporarily the “Responsible Person” for fire safety and have certain responsibilities in law. You could be prosecuted for failing to undertake these duties.

Your major responsibilities are ensuring that the danger of a fire starting during the period of your hire is minimised and that everyone using the Hall is able to evacuate quickly and safely in the event of a fire. You should therefore:

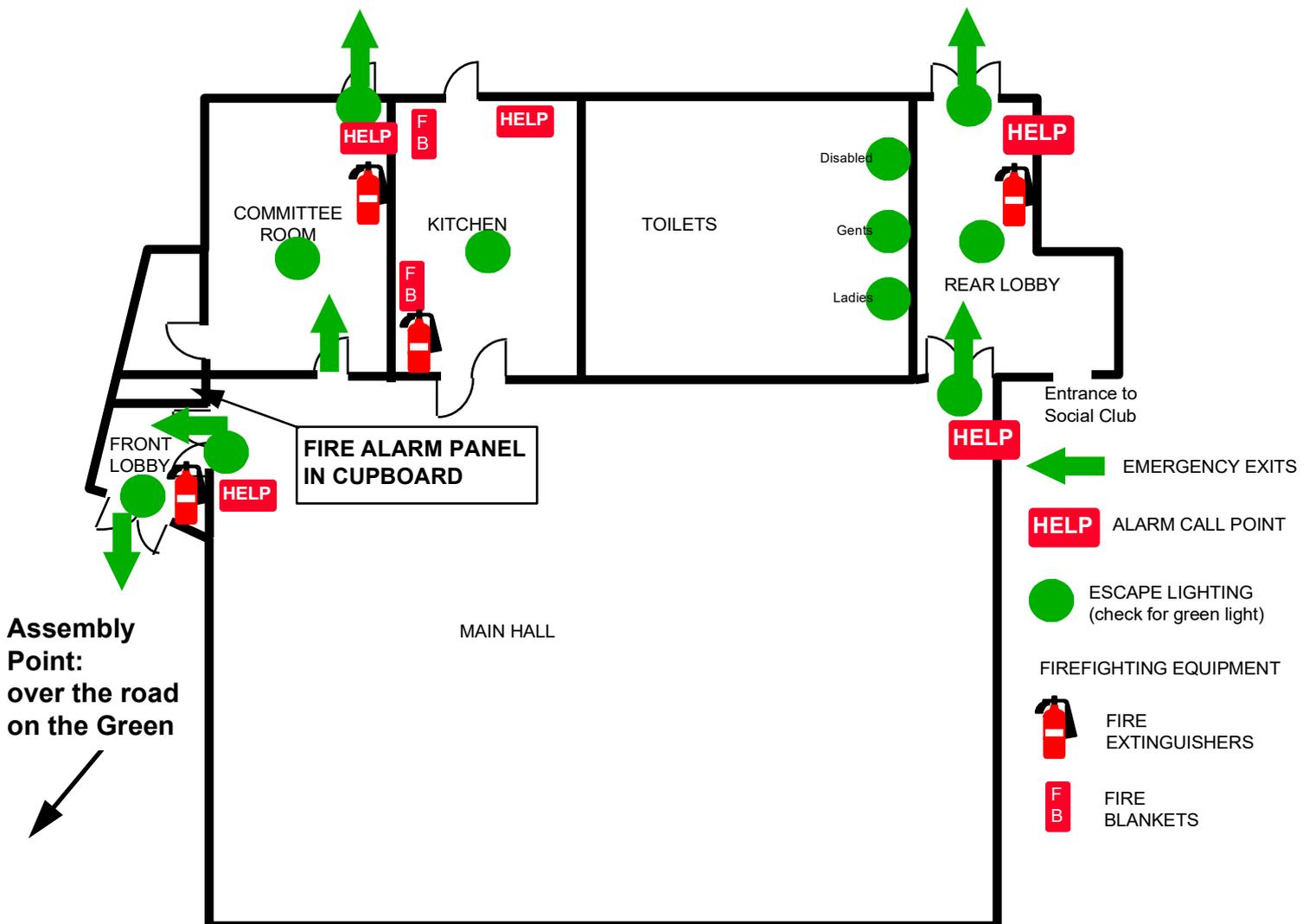
1. Make sure you are familiar with the layout of the Hall and where the emergency exits and call points are. A plan is given over the page.
2. Carry out the following checks at the start of your hire:
 - Can all emergency exits be opened immediately and easily?
 - Are fire doors clear of obstructions?
 - Are escape routes clear both inside and outside the building?
 - Is the alarm system indicator panel showing “normal”? The panel is in the cupboard in the front lobby. There should be no lights showing on the Panel except “supply present” - **if there are any other lights flashing or showing steady please inform a representative of the Management Committee.**
 - Are emergency lights and exit signs in good condition and undamaged? Are they working correctly (there should be a little green light showing on each one)?
 - Are all fire extinguishers in place and clearly visible?
 - Are vehicles blocking fire hydrants or access to them?
 - The kitchen is not a designated escape route and the external door does not have an emergency exit handle. The only people who might need to escape via the external kitchen door should be those using the kitchen and they should ensure that the door is unlocked or the key to hand at the start of the hire.
3. Keep all doors marked “Fire Door” closed. It is understood that occasionally it may be necessary to prop one open to allow loading or access by a lot of people in a short time, but please close it as soon as possible. Fire doors are vital in stopping the rapid spread of fire and allowing safe passage out of the building.
4. Make sure that there are no obvious fire hazards in or near the building (e.g. open flames, dangerous equipment, etc).
5. Inform people using the Hall what to do in the event of a fire and where the emergency exits are.
6. In the event of a fire, or on hearing the alarm:
 - Evacuate the building. If you have elderly, disabled or children they may need special attention; if necessary it may be appropriate beforehand to designate “helpers” to assist with their evacuation. The safest and easiest route for anyone with mobility problems is via the front door although the rear route is passable if unavoidable.
 - Call 999 - the nearest public phone is on the Ferry Road.
 - Assemble everyone on the green opposite the Hall and make sure you can account for everyone who was in the Hall. With only a few people you may be able to do this by a

simple “headcount”, but normally you will need to physically check the building after everyone has evacuated, including the kitchen, Committee Room, rear lobby and especially all the toilets. To avoid confusion in the event of a fire, it may be helpful to designate before the event someone to specifically do this.

- Make sure there is one person to meet the fire service and report the situation to them.
- Do not attempt to fight the fire unless it is small and you know what you are doing. At all times ensure the person fighting the fire is between the fire and an escape route - do not get into the position where the fire is between you and the means of escape.

Note that the fire alarm can be set off not only by someone pressing a manual call point in the Hall but also by any of the automatic smoke and heat detectors in the building or by the alarm being raised in the Social Club. There will be both an audible alarm and flashing red lights. (In the unlikely event that you hear an alarm but the red lights are not flashing it is possible that this is the security alarm for the Social Club, which will mean that the steward needs assistance or if the club is unattended that there is an unauthorised entry. This alarm does sound different to the fire alarm but it is understood that unless you have heard the two there could be some confusion. If in any doubt - i.e. the red lights are not flashing - check in the Social Club first.)

7. On completion of your hire check for smouldering fires, that all appliances are turned off, that all internal doors are closed and that all windows and external doors are secured.



STUDLAND VILLAGE HALL COVID-19 PROTOCOL

As with all other matters, use of the Village Hall can only operate as a partnership between the Management Committee and hirers. We provide the Hall as a facility to hirers; we are unable to manage individual sessions in person. We can only provide the safest environment we can and much of the responsibility for managing risk to people while they are using the Hall lies with the hirer.

This Protocol will be kept under review in the light of advice and guidance from Government and other official bodies. Amendments may be issued from time to time.

This Protocol forms part of the Conditions of Hire.

As per the Hiring Agreement, the term Hirer means an individual hirer or, where the hirer is an organisation, its authorised representative. However, where an organisation hires the Hall it is expected that the Committee of the organisation as a whole will have considered the Covid-19 related issues pertaining to their use of the Hall.

In relation to Covid-19 specific issues:

Actions by the Village Hall Management Committee

1. We will abide by any legal requirements or Government regulation regarding Covid-19 and will take account of any advice or guidance issued for Village Halls. This may necessitate the amendment to this Protocol, especially if there is a local outbreak. This protocol should be read in conjunction with Government Regulations relating to the Tier level currently in place for Studland and as this may change at short notice the Government Regulations for the relevant Tier override the Protocol where there is not conformity between the two.
2. We have carried out a Risk Assessment and will keep it under review.
3. We have reviewed capacity in the light of social distancing requirements. With the current guidance of 1m with mitigation (1m+) the Hall capacity is set at 50 people. Dependent on the particular activity up to 30 people can be accommodated at 2m distancing. Any hire involving more than 30 will only be permitted for certain types of activity (generally those where everyone remains seated) and will require extra special attention.
4. The Committee Room is available for seated meetings involving a maximum of 8 people. Access between the Committee Room and the Main Hall is not permitted in either direction when both are in use.
5. In Tier 1 social gatherings involving more than 6 people are not permitted, such as parties or other informal gatherings. (In Tier 2 you must not socialise with anyone you do not live with or who is not in your support bubble.) Sit down wedding receptions and funeral wakes are limited to a maximum of 15 guests in both Tiers. Food and drink may only be consumed sat down.
6. The Hall is fully cleaned as per the schedule in the Appendix, twice a week and after major one-off events involving more than 30 people. Special attention is given to any surface which is likely to be touched in the normal course of events.
7. A record of when these cleans have taken place is kept and is available on request.
8. Chairs which have been cleaned are stacked next to the main front entrance. Chairs which have been used in a session should not be put back on these stacks but left at the other end of the Hall, ie the far end by the cupboards. These will be cleaned at the next clean and returned to the clean stock. (No more than 2 chairs at a time should be lifted off the stacks and the stacks must not be dragged across the floor.)

9. Tables which have been cleaned are kept in the end cupboard (small tables in the middle, large tables in the right hand cupboard). Tables which have been used in a session should not be put back in the cupboard but left in the Hall next to the used chairs. These will be cleaned at the next clean and returned to the clean stock.
10. A bottle of anti-viral spray disinfectant and paper towels is provided for the use of hirers if they wish to wipe down any particular surfaces before their session (for example door handles and push plates). This is kept in the cupboard in the front lobby to be most easily accessible on entry – please make sure you put it back there for others to use. There is another bottle in the Committee Room for the use of hirers using that room.
11. Hand sanitisers have been placed wherever people enter the Hall, viz. in the front lobby, rear lobby and by the external door to the meeting room.
12. Soap and paper towels are provided in all the toilets and in the kitchen.
13. Notices are displayed at all entrances requiring people who currently have, or within the last seven days have had, any Coronavirus symptoms, or who have tested positive, or who have been told to self-isolate, to not come into the Hall.
14. A QR code poster for the Village Hall is displayed at the main entrance and elsewhere in the Hall.
15. Appropriate public health notices have been displayed around the Hall and in the toilets.
16. Notices are displayed requesting no more than 2 people at a time to use the toilet (ie two in the Gents and two in the Ladies), to permit distancing.
17. Hirers are able to see who has been using the Hall in the days preceding their hire by viewing the Availability Calendar on the Village Hall website and further information is available via the Booking Secretary.
18. If the Village Hall Committee is notified by a hirer that someone has started to display Covid-19 symptoms during a session, or within seven days of a session, the Hall will be immediately closed and a deep clean undertaken before any further use is permitted.

Actions by Hirers

1. Hirers should carry out their own risk assessment appropriate to their particular activities and the particular personnel who take part. This assessment does not need to be submitted to the Village Hall Management Committee unless requested. Hirers should pay particular attention to risk to participants who are in the older or otherwise vulnerable groups.
2. The temporary capacity limit of 50 should not be exceeded. Risk levels will increase with greater numbers of people in the Hall and more careful management of the session will be required as numbers approach the capacity limit. If more than 30 people are expected the particular measures to be adopted should be discussed with the Booking Secretary.
3. It is understood that as a result of their own risk assessment the Hirer may not wish to hold sessions for the time being, or sufficient individual participants themselves may not wish to attend to render the session impractical. If this occurs the Booking Secretary should be informed, preferably before the date of the hire or if cancelled on the day as soon as possible thereafter. Cancelled sessions are not charged for as long as the Booking Secretary is informed beforehand or if necessary immediately afterwards.
4. Individuals who currently have, or who have had within the last seven days, any Coronavirus symptoms, or who have tested positive, or who have been told to self-isolate, should not come into the Hall. Anyone suspected by the Hirer of falling into any of these categories who do come into the Hall should be requested to leave immediately.

5. Appropriate social distancing measures should be put in place, in accordance with current Government guidance. This includes keeping the current social distancing distance between people from separate households, the use of face coverings, one way circulation, or other measures at your discretion. 1m+ social distancing should only be adopted where 2m is not viable. Where a majority of participants are over 70 or clinically vulnerable 2m social distancing should be maintained throughout.
6. Access between the Main Hall and the Committee Room is not permitted except in an emergency. The Committee Room should only be accessed via its outside rear door.
7. Face coverings are required by law in community facilities, including Village Halls. On entering a community facility users are required to wear a face covering, and are required to keep it on, with the following exceptions:
 - children under the age of 11
 - people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
 - where putting on, wearing or removing a face covering will cause you severe distress
 - if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate
 - to avoid harm or injury, or the risk of harm or injury, to yourself or others
 - if you are undertaking exercise or an activity and it would negatively impact your ability to do so (but you must wear a face covering when arriving and leaving or when sat out)
 - when eating or drinking sat at a table

The Village Hall Management Committee cannot enforce the wearing of face coverings, but hirers should encourage those attending to do so and/or follow the relevant guidance from their national organisation or trade body.

8. When Tier 1 Regulations apply, as part of social distancing people from two households may form one group and may sit together (e.g. at the same table) and, aside from talking to others whilst remaining socially distanced from them, should not interact with them (e.g. sharing equipment). Such a group can be no larger than 6 people in total (The Rule of 6). If Tier 2 Regulations apply separate households must remain separate and socially distanced.
9. As part of your risk assessment you may need to consider shorter sessions, or having breaks, and ventilating the Hall by opening the roof lights, windows and doors. These should be closed at the end of hire (except the toilet windows, which should remain open to assist ventilation).
10. Where recorded music is necessary it should be kept at a volume where normal volume of speech is possible, to avoid aerosol dispersal from people talking loudly.
11. Particular attention should be paid to arrival and leaving times to ensure distancing can be maintained through the pinch points of the doors; this may involve some queuing, which the Hirer should organise. Doors may be propped open to avoid too many people touching handles. Particular attention should also be paid when people are moving around the Hall to maintain their social distance from each other. A one-way system is recommended (e.g. “all to move clockwise”), even if this means that some participants are not able to take the shortest route.
12. In the unlikely event that two sessions by separate hirers overlap through overrunning by the first hirer or early arrival by the second hirer, the later hirer and their participants must wait at an appropriate distance from the entrance to allow the first session participants to leave safely. The first hirer should make all due effort to leave promptly.
13. Participants in regular groups who all know each other will become familiar with Covid related measures that are necessary whilst in the Hall but may be tempted to socially interact more than is advisable; reminders about social distancing will be most critical for these

sessions. If serving refreshments from the hatch people should be invited up household group by household group.

14. One-off hire involving members of the public will involve people who are less familiar with the Hall and general procedures will require more attention in the round. Stewarding may be required to ensure social distancing, especially if over 30 people, eg at the entrance to ensure queueing, to occupy seats furthest from the entrance first, and to leave in rotation. If serving refreshments from the hatch people should be invited up household group by household group.
15. For events involving more than 30 people a seated audience only is permitted. Participants should not move tables and chairs that the hirer has placed at an appropriate distance apart to ensure social distancing. Standing and moving about should be kept to a minimum and only permitted when absolutely necessary.
16. In the event of a fire or other emergency social distancing may be disregarded in order to get everyone out of the building quickly.
17. No more than two people at a time should visit the toilets (ie two in the gents and two in the ladies).
18. You may use your own cleaning products to carry out any cleaning prior to your use of the Hall and at the end of the session. The anti-viral disinfectant and paper towel in the front lobby cupboard can be used as required by Hirers, but must be put back there for the next Hirer. Electrical equipment, including light switches and sockets should not be sprayed but wiped.
19. Hirers are responsible for cleaning their own equipment, whether it is stored in the Hall or brought to the Hall for a particular session. Hirers' equipment stored in the Hall must be cleaned at the end of the session. Hirers should clean surfaces in the Village Hall that are commonly touched before and after the period of hire.
20. Used cleaning materials (cloths, paper roll, etc) should be separately bagged and placed directly in the outside bin in the car park, or taken home.
21. The front door key should be disinfected before being put back in the key safe and the code dials and cover wiped down.
22. Clean chairs and tables should be used wherever possible, from the stack by the front door in the case of chairs, and the cupboards in the case of tables. Used chairs and tables should be left in the Hall at the far end; please do not block access to the cupboards or restrict access the fire exits. Please lift chairs off the stacks no more than 2 at a time – especially do not drag a stack across the floor.
23. If chairs and tables which have been used by previous hirers (ie not from the “clean” stock) are used they should be wiped down using the disinfectant provided.
24. Participants should be encouraged to use the hand sanitisers provided on entering the Hall, and to wash their hands as appropriate during the session (especially after coughing, sneezing and blowing their nose). Participants should be encouraged to bring their own personal hand sanitiser, wipes and tissues.
25. Do not dispose used tissues in the Village Hall bins but bag up and take home.
26. The kitchen should only be entered by those specifically authorised by the Hirer. The kitchen should not be entered unnecessarily by other attendees. Attendees may be encouraged to bring their own food and drink if appropriate.
27. If any kitchen equipment such as crockery, cutlery or glasses are used they must be washed thoroughly in hot water and washing up liquid, or in the dishwasher. Please bring and use your own tea towels. If for some reason you are unable to do the washing up it should be left on the side in the kitchen, and marked as dirty, to await the next clean.

28. In order to aid the authorities in Track and Trace should it become necessary, Hirers must keep a record of who attends each session, and individuals' contact details. This should be retained for three weeks and then destroyed, to conform with data protection. Alternatively, attendees can (and should be encouraged to) check in via the NHS Covid app by scanning the QR code displayed on posters around the Hall. Details of anyone checking in via the app should not also be recorded manually on the Hirer's list to avoid confusion should Track and Trace become necessary.
29. If someone starts to display Covid-19 symptoms during a session they should be immediately isolated from everyone else and sent home. If they need to wait for transport home or to hospital they should be isolated in the Committee Room (or kitchen if the Committee Room is in use) and leave via the outside door to the rear. Everyone else present should immediately wash their hands and leave the Hall as soon as practicable, minimising contact with furniture, equipment or other surfaces. The Village Hall Committee must be informed as soon as possible to enable a deep clean to take place.
30. If a Hirer becomes aware of any participant in a session developing Covid-19 symptoms within the seven days following that session they must inform the Village Hall Committee as soon as possible to enable a deep clean to take place.

APPENDIX Village Hall cleaning schedule

During the Hall closure a thorough deep clean of the entire Hall building was undertaken.

Standard tasks for twice weekly* clean and after major events:

- floors hoovered and mopped
- kitchen surfaces, sinks and taps, door handles, etc wiped with anti-viral disinfectant
- all equipment in kitchen and elsewhere (belonging to the Hall) wiped with anti-viral disinfectant
- door handles, push plates, window stays, light switches and cupboard handles wiped with anti-viral disinfectant
- used chairs and tables wiped with anti-viral disinfectant (cloth parts of chairs sprayed)
- curtains (where likely to be touched) disinfected
- toilets, washbasins and taps and surfaces cleaned and wiped with anti-viral disinfectant or bleach as appropriate
- crockery, cutlery and glasses left out washed; cupboards checked and cleaned if necessary
- hand gel and soap dispensers checked and topped up as necessary; paper towels and toilet paper checked and topped up
- bins emptied

* On initial opening, where there are fewer than the normal hirings the standard clean may only be done once a week if the level and pattern of hire is sufficiently low not to warrant two cleans.

Other tasks on a fortnightly, monthly, or quarterly basis as appropriate:

- windows cleaned
- radiators cleaned
- skirting boards cleaned
- doors cleaned
- kitchen tiles, cupboards and doors cleaned
- toilet doors cleaned
- toilet floor scrubbed
- interior of cupboards cleaned
- oven deep cleaned (annually)