

## **CLAYGATE VILLAGE HALL – COVID-19 CAPACITIES AND PERMITTED EVENTS.**

Claygate Village Hall is allowed to be open – however for any booking to go ahead it must also be permitted under government COVID regulations and should comply with the group sizes and social distancing requirements contained in government guidelines. At step 4 Claygate Village Hall Association is still maintaining restrictions on permitted numbers in the Hall, in line with government guidance which recommends caution.

Face coverings are now no longer legally required. However they are still recommended in confined areas such as toilets or kitchens, or in crowded situations where individuals are mixing with people they do not normally mix with.

Hirers are required to consider the vulnerability of their attendees to COVID-19 and organise their event accordingly, with care being taken to support attendance of the clinically extremely vulnerable who may still wish to maintain 2m social distancing.

All hirers are encouraged to continue to ask attendees to check in using the QR codes and /or keep records of attendees for 21 days to support the work of test and trace.

Hirers should also consider as part of their risk assessment the nature of the activity taking place in the Hall and the likelihood of transmission of COVID-19 as a result of their activity, (especially the generation of aerosols,) and determine the appropriate mitigations to put in place.

Ventilation, cleaning of touch points, use of hand sanitiser on entry and exit, and other physical measures to prevent the spread of COVID-19 should continue

### **Government Roadmap.**

The type and format of events allowed is determined by the stage on the government roadmap.

From Step 4 all activities and events can take place in Claygate Village Hall. All activities have to take place in line with government COVID guidance and in line with the Hall's COVID risk assessment. Hirers should conduct their own COVID risk assessment to determine how best to run their activity. Hirers may choose to implement their own capacity limit below the Hall's limit as a result and should check current government guidance. Guidance for Weddings is useful for large events, and guidance for restaurants and cafes is useful where food and/or drink is served.

### **Claygate Village Hall capacities:**

Hirers should consider whether a lower number should attend depending on the nature of the event, and events should be run in such a way as to minimise / mitigate aerosol generation. Hirers should also consider the vulnerability of the group attending to COVID-19.

Consideration should be given to reducing crowding at pinch points (e.g the toilets,) recommending the use of face coverings in some areas and limiting numbers in smaller spaces in the wings, the gallery, the kitchen or on the stage. Consideration should also be given to asking attendees to take a lateral flow test before attending. Other mitigation measures such as opening windows should also be in place.

#### **Main Hall** (10.5m x 15m)

Maximum number allowed – 120. (This is the number that can be accommodated seated in the Main Hall at tables of 8 with no space for e.g. a dance floor.)

#### **Small Hall** (10.5m x 5m)

Maximum number allowed - 20

#### **Committee Room** (5.4m x 3.6m)

Maximum number allowed - 10

