

**Cookridge Village Association
Cookridge Village Hall
Moseley Wood Lane
Leeds LS16 7ER**

Dear

Thank you for booking Cookridge Village Hall for your event. In line with other indoor facilities, we are adhering to current Government guidelines regarding the prevention of the spread of Coronavirus. Therefore, the Village Hall is available for use but with some restrictions in place.

Here are a few points to note regarding using the Hall:

- Please use the Entrance and Exit as directed.
- On entrance and exit, the hand sanitisers should be used and all good hygiene practices carried out throughout the visit.
- Rear room - avoid passing others when entering and exiting.
- Wherever tables, kitchen surfaces, equipment and toilets are used, please ensure they are wiped over with the sanitiser and kitchen roll provided, which should be disposed of in the bin. This is essential as being a charity we do not have funds, particularly at this difficult time, to employ a cleaner after each group use.
- The keyholder or leader must note the names and phone numbers of everyone in the Hall or rear room and hold them in a confidential manner. These may be required for tracing purposes.
- It is up to the keyholder or leader to see that the Village Hall is left clean for the next group, to lock all doors, including the security gate if you have been using the Main Hall, and to remove all rubbish.
- Unless social distancing rules change, it will remain at 2 metres. Where social distancing cannot be maintained, adults should wear face coverings if possible, (including for those over 11 years of age) except when impractical such as when eating and drinking. If music is played it should be kept at a level that avoids people having to shout.
- The maximum numbers for the Main Hall are 30 and the Rear Room 15.

We enclose a Covid-19 Risk Assessment, which we would be grateful if you would complete and return as it may help you to consider current areas of risk to be taken into account when arranging your event.

Whilst every effort is made to ensure the safety of users of the Village Hall with respect to Covid-19, this cannot be guaranteed by the Village Hall management.

Many thanks for your support and co-operation in helping to maintain a safe environment for all users of the Village Hall. We hope that you have a safe and enjoyable event.

The Village Hall Trustees.