

Fontmell Magna Village Hall (301129) - Hiring Agreement

Dated:

Parties: (1) Fontmell Magna Village Hall (301129) administered as a Registered Charity by its Management Committee ("the Committee"), whose Authorised Representative is: Sian Highnam – Hurdles Farm, West Street, Fontmell Magna, Shaftesbury, Dorset SP7 0JP. Tel: 01747 811 028 email: bookings.fmvh@mail.com

(2) The person or organisation named in clause 1.2 ("the Hirer").

Agreed as follows:

1. In consideration of the hire fee described in clause 1.3, the Committee agrees to permit the Hirer to use the premises described in clause 1.4 for the purpose described in clause 1.5 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.5 below and the answer to the question in sub-clause 1.6 are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and any Special Conditions of Hire.

1.1 Period of Hiring

Date:	From am/pm	To am/pm

1.2 Hirer:

Name: _____

Name of organisation (if applicable): _____

Organisation's Authorised Representative: _____

Address: _____

Tel: _____ Email: _____

1.3 Hire Fee: £ _____ For bookings requested **less than 3 months in advance**, the Committee requires full payment of the hire fee on the signing hereof.

Deposit: £ _____ For bookings requested **3 months or more in advance**, a deposit of at least one third of the cost of booking may be accepted by the Committee to confirm the booking, due on the signing hereof. The balance of fees being payable on or before the conclusion of the event for which the premises are hired.

Special Deposit: £ _____ The Committee reserves the right to require a special deposit (due on the signing hereof). This special deposit will be refunded within 28 days of the termination of the period of hire provided that: no damage or loss has been caused to the premises and/or contents; no complaints have been made to the Committee about noise or other disturbance during the period of the hiring as a result of the hiring; and the Hirer has complied with the provisions of the **Leaving the Village Hall Checklist** (see page 6). If no special deposit has been provided, the Hirer will be invoiced for the cost of any damage or loss caused to the premises and/or contents during the period of the hiring.

Cheques to be made payable to: Fontmell Magna Village Hall.

1.4 Premises: Whole of Village Hall: YES/NO (delete as appropriate)

Part of Hall, namely: _____

Storage of Equipment (by special agreement only): _____

1.5 Purpose of hiring: _____

This will be a private/public event (delete as appropriate)

Commercial Use? YES/NO (delete as appropriate)

1.6 Is food (other than biscuits/cakes) to be provided at the event? YES/NO (delete as appropriate)

1.7 Will tickets be sold for your event? YES/NO (delete as appropriate)

2. The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

Activity	The hall is licensed for	Times for which the activity is licensed	Indicate activities to take place at your event
A. Performance of a play	YES	8am - midnight	
B. Exhibition of films	YES	8am - midnight	
E. Performance of live music	YES	8am - midnight	
F. Playing of recorded music	YES	8am - midnight	
G. Performance of dance	YES	8am - midnight	
H. Entertainments similar to those in E, F or G	YES	8am - midnight	
I. Provision of facilities for making music	YES	8am - midnight	
J. Provision of facilities for dancing	YES	8am - midnight	
K. Entertainment similar to those in I or J	YES	8am - midnight	
L. The provision of hot food/drink after 11pm	YES	8am - midnight	
M. The sale of alcohol	YES	By arrangement	
N. Gaming, Betting, Lotteries	Not Licensed	Not Licensed	

2.1 If you indicated at 2 (M) that alcohol will be sold at your event, are you now asking for permission from the Committee for you to apply to North Dorset District Council for a Temporary Entertainment Notice (TEN)?

YES/NO

Failure to obtain the written permission from the Committee for a TEN to be given for the event will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises, and this limit must be strictly monitored. Lack of co-operation could affect future fundraising by the Committee and other local voluntary organisations.

2.2 The hall has a licence with the Performing Right Society for the performance of copyright music.

3. The Hirer agrees with the Committee to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hiring Agreement.

4. It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Committee and the Hirer. The Hirer declares that the information given in this Hiring Agreement is correct to the best of their knowledge, acknowledges that any misstatement or misrepresentation will invalidate the Hiring Agreement and **confirms that the Hirer has read and understood all the Conditions of Hire.**

5. The Hirer agrees not to exceed the maximum permitted number of people, including the organisers/performers. The maximum number of people permitted in the Main Hall is 210 (standing) or 150 (seated).

6. None of the provisions of this Hiring Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Hiring Agreement.

7. The Hirer agrees to comply with the requirements of the following documents, all of which are available in the H&S File in the Village Hall kitchen:
 Health and Safety Policy
 Risk Assessments
 Fire Risk Assessment, and File Safety – A note for Hirers
 Food Safety notices
 The Hirer agrees to ensure that the appropriate risk assessments, safeguarding procedures and fire evacuation arrangements are in place for the activities that they are carrying out in the hall.

Signed on behalf of the Committee: _____ Date:_____

Additional signature on behalf of the Committee, giving approval to the person named at 1.2 above to apply to NDDC for a Temporary Event Notice (TEN): _____ Date:_____

Signed by the person named at 1.2 above: _____ Date:_____

Please note: All persons using the Village Hall and its grounds/car park, do so entirely at their own risk. The Committee will not accept any responsibility for any accident, breakage or theft howsoever caused.

Fontmell Magna Village Hall (301129) - Standard Conditions of Hire

For the purposes of these conditions, the term Hirer shall mean the individual hirer or, where the Hirer is an organisation, the authorised representative and the term Committee shall mean the Management Committee of Fontmell Magna Village Hall (301129).

1. Age and Supervision

The Hirer, who must be an adult aged 18 or over, must be present during the period of hire and will be responsible for: 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 so as to avoid obstruction of the highway. The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for the loss of contents. In addition to the Hirer, one responsible adult aged 18 or over is required to supervise functions. Attendants must be capable of dealing with any emergency situation and familiarise themselves with the exits available for use in the case of fire (see 5 below).

2. Use of the Premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring into the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.

3. Licences

The Hirer shall ensure that the Committee holds the relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, the Hirer must hold such licence(s).

The Hirer must have the Committees written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

The Hirer must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. The Hirer must ensure that they have the appropriate copyright licences for film. This Agreement confers the required permission on the Hirer. (The Deregulation Act 2015 requires you to have our written permission to show a film).

The Committee holds a premises licence but, if alcohol is for sale, the Hirer still needs to obtain a Temporary Event Notice (TEN) to authorise and control the sale of alcohol, even if the Hirer has a Personal Licence Holder on the premises. A TEN is obtainable from the Licensing Officer at North Dorset District Council for a fee of approximately £21. The Hirer should ensure that the bar is operated by a Personal Licence Holder, Publican, Caterer or responsible person who is aware of the responsibilities of the Licensing Act. It is a serious offence to sell alcohol to persons under the age of 18 years.

If other licences are required in respect of any activity in the Village Hall the Hirer should ensure that they hold the relevant licence or the Committee holds it.

The Hirer shall indemnify the Committee for any fine imposed in the event of failure to obtain or contravention of any licence.

4. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

5. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority and the Hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or which is attended by children.

The Hirer must comply with the document Fire Safety- A Note for Hirer's on page 7.

The Hirer must comply with the Village Hall Health and Safety Policy and Risk Assessments.

6. Food, Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator but not a thermometer.

7. Smoking

The Hirer shall ensure that no smoking takes place anywhere in the building, in compliance with the provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision will be required to leave the premises. The Hirer must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

8. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliance(s) brought by the Hirer to the premises and used there must be tested under the usual regulations, must be safe and in good working order, and must be used in a safe manner. Smoke machines are not permitted. No unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Committee. Portable Liquefied Propane gas (LPG) heating appliances shall not be used.

9. Explosives and Flammable Substances

The Hirer shall ensure that: highly flammable substances are not brought into, or used in any part of, the premises and that no internal decorations of a combustible nature (e.g. candles, polystyrene, tissue, nylon, cotton wool etc.) shall be erected without the Committee's consent. No decorations are to be put up near light fittings or heaters. No fireworks are permitted in the premises or its grounds, except with the Committee's prior agreement.

10. No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles (such as bolts, nails, tacks, screws, bits, pins, Sellotape or other like materials) be attached in any way to any part of the premises without the Committee's prior written approval. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Committee remain in the premises at the end of the hiring. It will become the property of the Committee unless removed by the Hirer who must make good any damage caused to the premises by such removal to the satisfaction of the Committee.

11. Indemnity

(a) Indemnity by Hirer

The Hirer shall indemnify and keep indemnified each member of the Committee and the Committee's employees, volunteers, agents and invitees against: (i) the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises which may occur during the period of hiring or as a result of the hiring; (ii) all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer; and (iii) all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer. The Hirer shall be responsible for making arrangements to insure against any third party claims which may lie against the Hirer while using the premises (the Committee is insured against any claims arising out of its own negligence).

(b) Hirer to insure against third party claims

The Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against the Hirer's liability under paragraph 12 (a) and all claims arising as a result of the hire and on demand shall produce the policy and current receipt or other evidence of cover to the Committee. Failure to produce such policy and evidence of cover will render the hiring void and enable the Committee to rehire the premises to another hirer.

The Committee is insured against any claims arising out of its **own** negligence. The Committee cannot accept any responsibility for loss or damage to any property of the Hirer or users of the premises or to cars or their contents in the car park.

12. Stored Equipment

No flammable materials may be stored, and any stored equipment must meet fire safety standards. The Committee accepts no responsibility for any stored equipment or other property brought onto or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed. The Committee may, in its discretion in any of the following circumstances, namely: (a) in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended; (b) in respect of any other property brought on to the premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring, dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

13. Heating

The Hirer must ensure that no unauthorised heating appliances are used on the premises when open to the public without the Committee's consent. The Hirer must not use portable liquefied propane gas (LPG) heating appliances.

14. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to a member of the Committee as soon as possible and complete the relevant section in the Village Hall accident book. Any failure of equipment, either that belonging to the premises or brought in by the Hirer, must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

15. Noise and Nuisance

The Hirer shall ensure that during the course of the hiring no persons living in the area are unduly affected by noise from the premises (e.g. amplified music) and that as far as is practicable all persons arriving at and leaving the premises do so in such a manner that persons resident in the neighbourhood are not unreasonably disturbed by noise or unruly or unsocial behaviour.

16. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the premises and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

17. Animals

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

18. Safeguarding children, young people and vulnerable adults

The Hirer must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the Hirer must provide the Committee with a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).

19. Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisement for any event taking place at the premises and shall indemnify and keep indemnified each member of the Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

20. Sale of Goods

The Hirer shall, if selling goods on the premises, comply with the Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

21. WiFi Services

When using the WiFi service the Hirer agrees at all times to be bound by the following provisions:

- (i) not to use the WiFi service for any of the following purposes:
 - (a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
 - (b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
 - (c) interfering with any other persons use or enjoyment of the WiFi service; or
 - (d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;
- (ii) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

22. Termination of the WiFi service

The Committee has the right to suspend or terminate the WiFi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

- (i) if the Hirer uses any equipment which is defective or illegal;
- (ii) if the Hirer causes any technical or other problems to the WiFi service;
- (iii) if, in the Committee's opinion, the Hirer is involved in fraudulent or unauthorised use of the WiFi service;
- (iv) if the Hirer resells access to our WiFi service; or
- (v) if the Hirer uses the WiFi service in contravention of the terms of these Standard Conditions.

23. Availability of WiFi Services

(i) Although the Committee aims to offer the best WiFi service possible, the Committee makes no promise that the WiFi service will meet the Hirer's requirements. The Committee cannot guarantee that the WiFi service will be fault-free or accessible at all times.

(ii) It is Hirer's responsibility to ensure that any WiFi enabled device used by the Hirer is compatible with the WiFi service and is switched on. The availability and performance of the WiFi service is subject to all memory, storage and any other limitations in your device. The WiFi service is only available to the Hirer's device when it is within the operating range of the main hall.

(iii) The Committee are not responsible for data, messages, or pages that the Hirer may lose or that become misdirected because of the interruptions or performance issues with the WiFi service or wireless communications networks generally. The Committee may impose usage, or service limits, suspend service, or block certain kinds of usage in their sole discretion, to protect other users of the WiFi service. Network speed is no indication of the speed at which the Hirer's WiFi enabled device or the Hall's WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

24. Privacy and Data Protection

The Committee needs to collect and use certain types of data in order to carry out the business of the Village Hall. This personal information will be collected and dealt with in accordance with The General Data Protection Regulations (GDPR) May 2018. For the purposes of GDPR, the Committee is the Data Controller for all information held.

25. No Rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

26. Refusal of Booking

The Committee reserves the right to refuse a booking without notice or to cancel this Hiring Agreement at any time either before or during the term of the Hiring Agreement upon giving 7 days notice to the Hirer. The Hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the Hirer to the Committee. The Committee shall not be liable to make any further payment to the Hirer.

27. Cancellation (by the Committee)

The Committee reserves the right to cancel any hiring in the event of: (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election; (b) the Committee reasonably considering that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or unlawful or unsuitable activities will take place at the premises as a result of this hiring; (c) the premises becoming unfit for the use intended by the Hirer; (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters. In any such case the Hirer shall be entitled to a refund of any hire fee already paid, but the Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

28. Cancellation (by the Hirer)

If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the sole discretion of the Committee.

29. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced. Goods left over from jumble sales etc. must not be left on the premises but removed by the Hirer at the close of the event. All refuse must also be removed. Before leaving the premises, the Hirer should go through the 'Leaving the Village Hall Checklist' and comply with its provisions. Where the Hirer fails to comply with this condition, or damage or loss has been caused to the premises and/or contents, or complaints have been made to the Committee about noise or other disturbance during the period of the hiring as a result of the hiring, the Committee has discretion to retain all or part of any Special Deposit paid, or make an additional charge.

Fire Safety – A Note for Hirers

As hirer, you have certain responsibilities in law for fire safety. 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 and users of the Hall are familiar with the layout of the Hall and where the emergency exits, call points and fire fighting equipment are. These are shown on the plan in the Hall.
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 (both internally and externally)?
 - Are escape routes clear both inside and outside the building?
 - Are emergency exit signs illuminated?
 - Are all fire extinguishers in place and clearly visible?
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 flames and smoke in the event of a 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 (read out Fire Evacuation Instructions at the start of each Hire).
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.
 - Call 999. The Hall's address is West Street, Fontmell Magna, Shaftesbury, Dorset SP7 0JP
 - Assemble everyone in the car park to the East of the Hall at the Fire Assembly point and make sure you can account for everyone who was in the Hall.
 - Make sure there is someone to meet the fire service and report the situation to them.

Only re-enter the premises if the Fire and Rescue Service have confirmed it is safe to do so.

The hall is a dedicated NON-SMOKING venue. Please ensure that any users are aware of this condition. Appropriate signage is displayed.

Leaving the Village Hall Checklist

Before leaving, please ensure you complete all the following. Otherwise, we will retain any Special Deposit or make an additional charge. Failure to follow the Covid-19 Special Conditions of Hire may result in the cancellation of your future bookings.

Main Hall

- 3 outside doors properly closed - test by pulling the handle towards you and checking the crossbar and the vertical locking rod (top and bottom) is in place, then push the door to ensure it is locked.
- Windows above the 3 outside doors firmly shut.
- All chairs stacked and replaced, with any tables used, in the store room.
- Heating off.
- Floor swept (floor sweeper is in the left hand store room to the west of the Hall).
- All inside doors and hatches closed.
- All lights off - dimmers turned full power on (aligning the black lines) before pressing to switch off.

Kitchen

- Outside door properly closed - test by pulling the handle towards you and checking the crossbar and the vertical locking rod (top and bottom) is in place, then push the door to ensure it is locked.
- Any crockery and utensils used washed up and put away in the appropriate drawers/cupboards.
- All refuse (including recyclables) taken away.
- Oven off – switch on wall.
- Fridge off (switch on wall) and door open.
- Taps off.
- Window shut and locked.
- Heater off.
- Floor swept (brooms behind door).
- All lights off (including those outside).

Committee Room

- Outside door properly closed - test by pulling the handle towards you and checking the crossbar and the vertical locking rod (top and bottom) is in place, then push the door to ensure it is locked.
- All chairs stacked and replaced, with any tables used, in the store room.
- Window shut and locked.
- Heater off.
- Floor swept (brooms behind Kitchen door).
- All lights off (including those outside).

Store rooms/cloakroom

- Lights off.

Toilets

- Taps off.
- Windows shut.
- Lights off.

Lobby

- Inside doors between the lobby and Main Hall bolted (top and bottom) and locked.

General

- Any incident and/or any breakages recorded in the Incident Book, giving the date, time, contact name and details.
- All appliances off and no smouldering fires.
- All items brought by you or your guests removed (the Committee cannot be responsible for any items left).
- Guests asked to leave quietly to avoid disturbing local residents.
- Arrangements made for the return of the key(s)
- Hall left clean and tidy, as you would wish to find it?

Extra Measures due to Covid-19

- Ensure you have followed the Covid Secure Guidelines and completed the cleaning tasks set out in the Covid-19 Cleaning & Hygiene Checklist