

**CASTLETON VILLAGE HALL  
SPECIAL CONDITIONS OF HIRE DURING COVID-19**

Please note: These conditions are supplemental to, not a replacement for, the hall's existing terms and conditions of let. Hirers need to confirm acceptance of the below special conditions of hire prior to the hall being used by the hirer. This can be done by signing and dating a printed copy and returning to the village hall or by emailing [castletonvhcommittee@gmail.com](mailto:castletonvhcommittee@gmail.com)

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3: You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving. Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4: You will make sure that everyone likely to attend your activity or event understands that they MUST NOT DO SO if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they must use the Test, Track and Trace system to alert others with whom they have been in contact.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6: You will ensure that no more than 30 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than one person uses the available toilet at any one time

SC7: You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8: You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good

ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

SC9: You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. (People are not obliged to provide details)

SC10: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. Rubbish bags are provided alongside cleaning materials. **Rubbish must be bagged, tied and placed in the green bin to the side of the hall.**

SC11: The kitchen will not be accessible. You will encourage users to bring their own drinks and food if required.

SC12: We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly.

SC13: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should send them home immediately. If the unwell person needs to wait for a lift, they should do so in the designated safe area which is the kitchen. You should provide them with tissues and a bin or plastic bag, soap, paper towels and a bowl of warm water for handwashing. A Covid-19 treatment plan will be provided in the kitchen. You are responsible for bringing your own PPE to wear whilst dealing with anyone who becomes unwell with suspected Covid-19 whilst in the hall. This should include mask, gloves, apron and face shield. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the village hall committee via: 01287 660859 or [castletonvhcommittee@gmail.com](mailto:castletonvhcommittee@gmail.com)

SC14: In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC15: Where a sports, exercise or performing arts activity takes place: You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity

SC16: Where a group uses their own equipment: You will ask those attending to bring their own equipment and not share it with other members, you will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use.