

## **CASTLETON VILLAGE HALL SPECIAL CONDITIONS OF HIRE RELATING TO COVID-19**

Please note: These conditions are supplemental to, not a replacement for, the hall's existing terms and conditions of let. By hiring the hall, you are agreeing to abide by the special conditions of hire set out below.

SC1: You, the hirer, will be responsible for encouraging those attending your activity or event to observe the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster ('Help Keep This Hall Covid-19 Secure') which is also displayed at the hall entrance.

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

SC3: As always, hirers shall ensure the hall is left in a clean and tidy condition. Hirers are also encouraged to clean 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 arrive and to keep the premises clean through regular cleaning of surfaces during your hire using either the products supplied or your own ordinary domestic products. 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 have Covid-19 symptoms or if they have been told to self-isolate by NHS Test and Trace or the NHS Covid-19 app.

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 reasonable precautions and mitigation measures are taken in relation to the risk of Covid transmission based on the number of attendees likely to be at your event or activity.

SC7: You will consider whether there will be persons attending your event or activity who are likely to be clinically more vulnerable to Covid-19 and will take precautions and mitigation measures accordingly.

SC8: Hirers are encouraged to keep a record of the date and time of the activity/event and the name and contact details of all those in attendance (or at least one member of any group). Please note that this is not a legal requirement but is encouraged. The hall continues to display an NHS QR poster which can be used by attendees to 'check-in' should they wish.

SC9: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths.

SC10: If food or drink is being served or made on a DIY basis it should, if possible, be consumed while seated.

SC11: 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 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.

SC12: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to a separate area such as the kitchen until other attendees have left the premises. Ask other attendees to provide contact details if you do not already have them and then ask them to 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 on: [castletonvhcommittee@gmail.com](mailto:castletonvhcommittee@gmail.com).

SC13: 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

## **HELP KEEP THIS HALL COVID-19 SECURE**

- **You must not enter if you or anyone in your household has COVID-19 symptoms or if you have been told to self-isolate**
- **If you develop COVID-19 symptoms within 7 days of visiting these premises alert NHS Track and Trace and alert the organiser of the activity you attended**
- **Maintain 2 metres social distancing as far as possible**
- **Use the hand sanitiser provided** on entering the premises. Clean your hands often.
- **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- **“Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
- **Take turns to use confined spaces** such as corridors and toilet areas. It is advised to wear a mask in these areas.
- **Keep the hall well ventilated. Close doors and windows on leaving.**