



Cosy Hall Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire and are a summary of the main points of the Hirer's COVID-19 Risk Assessment for use of Cosy Hall

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines as displayed on the posters in the hall, while entering, exiting and occupying the hall.

SC2: You undertake to comply with the actions identified in the hall's COVID-19 risk assessment, of which you have been provided with a copy and also carry out your own COVID-19 risk assessment which must be approved by Cosy Hall before hiring commences.

SC3: You will be responsible for cleaning all regularly used surfaces before your period of hire, during and upon exiting using your own products following the instructions in the **Guidance Notes for Cleaning Cosy Hall Facilities During the COVID-19 Pandemic.**

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 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** use the Test and Trace system to alert others with whom they have been in contact. They must seek a COVID-19 antigen test

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors open as detailed in the Cosy Hall Covid-19 risk assessment. You will be responsible for ensuring they are all securely closed on leaving.

SC6: You will ensure that no more than the agreed number of people attend your activity or event, in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 (unless they are a "qualifying group") and that such groups do not mingle. You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises and as far as possible observe 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.

SC7: You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or bubbles, taking particular care of those who are 70 or over and/or clinically more vulnerable to COVID-19.

SC8: You **MUST** keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to

use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster.

SC9: You will be responsible for the disposal of all rubbish created during your hire taking all rubbish away with you when you leave the hall. An extra bin lined with a bag/liner is provided for the disposal of disposable masks, wipes, gloves, tissues and disposable cleaning cloths only which will be disposed of by the hall.

SC10: You will ensure that in the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall if they are able to, they go straight home in their own vehicle and make arrangements to be tested. Anyone unable to make their way home should, if they are able to, make their way to the designated first aid area which is the foyer recess on the ground floor until arrangements for them to safely go home can be made. You must then inform Cosy Hall who will inform the T+W Health Protection Hub and the Test and Trace service.

SC11: We will have the right to close Cosy 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 and you will not be charged for this hire.