



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 COVID-19 symptoms, 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 open as detailed in the 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 taking 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.

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 name and contact details 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.

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.