



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.

SC1:

You, the hirer, will be responsible for encouraging those attending your activity or event to comply with the COVID-19 Secure Guidelines while entering and occupying the hall, in particular using the QR code, 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 will be provided with a copy.

SC3:

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** seek a COVID19 test.

SC4:

You will keep the premises well ventilated throughout your hire, including use of the room extract systems and opening windows and doors (except fire doors) as far as convenient. You will be responsible for ensuring doors and windows are all securely closed on leaving and extract systems switched off.

SC5:

You will not exceed the number of attendees agreed with the Hall Manager at the time of booking. It is advised that you will encourage social distancing between individuals or groups as far as possible and employ mitigation measures when in confined areas e.g. moving and stowing equipment, accessing toilets, kitchens and the lift.

**SC6:**

You will take particular care to be mindful of the needs of the clinically vulnerable.

SC7:

You are requested to keep a record of the date and time the activity started and the name and contact details of all those who attend your event and 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.

SC8:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. All rubbish should be taken away with you when you leave the hall.

SC9:

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 and you will not be charged for this hire.

SC10:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated First Aid area in the Green Room which is located on the ground floor. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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 Hall Manager on 01952 780062.

**SC11:**

In order to avoid risk of aerosol or droplet transmission please 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.

SC12:

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.

Where you use your own equipment: You will ask those attending to bring their own equipment and not share it with other members or 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.

SC 13:

You will encourage all those attending your activity to wear a face covering when using confined areas such as toilets, kitchens and corridors, for the safety of others.