

As a result of completing this form your name, email and phone number will be stored securely in our Contacts List. Prior to submission please tick the appropriate box to confirm your acceptance and agreement. We will never share your personal information with anyone without your express permission. You can request your information to be removed at any time by contacting us at enquiries@thecoddenhamcentre.co.uk.

Name: _____

Address: _____

Purpose of Hire: _____

Event date: _____

Access required from: _____

Access required to: _____

Function/Activity start: _____

Function/Activity end time: _____

One off or regular occurrence? _____

Estimated attendance _____

Is this a public or private event? _____

Will there be music? _____

Alcohol consumption or sales ? (see Licensing Act 2003 below) YES / NO

Facilities Required:

- | | |
|---|--|
| <input type="checkbox"/> Foyer | <input type="checkbox"/> Main Hall |
| <input type="checkbox"/> Kitchen (Cutlery/crockery) | <input type="checkbox"/> Kitchen (Wine Glasses) |
| <input type="checkbox"/> Kitchen (Hot Food Preparation) | <input type="checkbox"/> Kitchen (Tea/Coffee only) |
| <input type="checkbox"/> Tables & Chairs | <input type="checkbox"/> Dishwasher |
| <input type="checkbox"/> Ceiling Drapes | <input type="checkbox"/> Cooker |

Premises Licence (Licensing Act 2003)

This is an Act making provision about the regulation of the sale of alcohol, the provision of entertainment and the provision of late night refreshment, about offences relating to alcohol and for connected purposes. The Hall is licensed for a number of activities and the conditions associated with the Premises Licence are displayed in the Hall foyer. The Hirer is deemed to have had notice of these conditions. The objectives of the Licensing Act being: prevention of crime and disorder, public safety, prevention of public nuisance and the protection of children from harm. No alcohol can be consumed on the Hall premises at an event unless permission is sought from the Centre Manager at the time of the booking.

A Hirer's wish to consume or sell alcohol at their event can be brought to the attention of the Centre Manager by indicating the appropriate 'Yes' against the statement "Alcohol consumption or sales?" above on this document. Where permission is granted to consume or sell alcohol at an event, the Hirer must take all necessary steps to ensure no offences are committed under the terms of the Licensing Act 2003 during the period of the hire. This includes, but is not limited to, the illegality of selling or supplying alcohol to underage persons with the Hirer taking all necessary steps to confirm an individual's age. Failure to apply these rules could mean the Hirer refused permission to hire the Hall for subsequent events. A full list of offences that can occur under the 2003 Act is available on request. No event can be advertised stating the availability of alcoholic drinks, whether free or not, without the prior permission of the Centre Manager. It is the responsibility of the Hirer to comply fully with these conditions.

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Centre's ordinary conditions of hire.

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 Centre, as shown on the **attached** poster which is also displayed at the Centre 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 Centre's risk assessment, of which you have been provided with a copy.

SC3: The Centre will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products. Please take care cleaning electrical equipment. Use cloths/wipes - 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 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 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 still be maintained, for larger groups a separate risk assessment must be completed with mitigating steps with The Centre manager. It is advisable to maintain social distancing of 2m between individuals attending as far as possible including, while waiting to enter the premises, observe the one-way system within 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. You will make sure that no more than two people use each suite of toilets at one time.

SC7: You will take particular care to ensure that social distancing is maintained for the vulnerable and those not fully vaccinated 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. .

SC8: You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual groups of 6 or less people or two households, or 1m mitigation such as seating side by side, with at least one empty chair between each person or household group, rather than face to face, face coverings 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, eg using a wide U shape.

SC9: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the plastic box in the kitchen before you leave the Centre.

SC10: You will encourage users to bring their own drinks and food or [You will be responsible, if drinks or food are made, that all crockery and cutlery is washed in hot soapy water, dried and

stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.]

SC11: We will have the right to close the Centre if there are safety concerns relating to COVID-19, for example, if someone who has attended the Centre 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.

SC12: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is The Office. 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 Centre Manager on 07720 206532

SC14 Where a sports , exercise , performing arts activity takes place you will organize your activity in accordance with guidance issued by the relevant governing body for your sport/activity. Where a group uses their own equipment you will ask those attending to bring their own equipment and not share with other members. You will avoid using equipment which is difficult to clean and ensure that all equipment is cleaned before use and before being stored at the Centre.

SC15 Face coverings will remain advisable by all attendees, unless exempt . Face coverings may be removed to eat or drink and also if undertaking exercise or an activity which would negatively impact on their ability to do so .

POSTER DISPLAYED IN CENTRE
HELP KEEP THIS HALL COVID-19 SECURE

1. You must not enter if you or anyone in your household has COVID-19 symptoms.
2. If you develop COVID-19 symptoms within 7 days of visiting these premises alert Test, Track and Trace. Alert the hall cleaner on [insert a contact number] and alert the organiser of the activity you attended
3. Maintain 2 metres social distancing as far as possible: Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
4. Use the hand sanitiser provided on entering the premises. Clean your hands often. Soap and paper towels are provided.
5. Avoid touching your face, nose, or eyes. Clean your hands if you do
6. "Catch it, Bin it, Kill it". Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
7. Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived. Keep them clean. We do our best to clean all surfaces at the hall between each hire.
8. Take turns to use confined spaces such as corridors, kitchen and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
10. Keep the hall well ventilated. Close doors and windows on leaving.
11. For anyone who falls ill with symptoms while using the hall, an isolation area can be set up in the office
12. The nearest Hospital is Heath Road, Ipswich IP4 5PD – 01473 712233

