

# COVID- 19 VENUE HIRE CONDITIONS

## CITY OF CANADA BAY

### Council responsibilities

#### Social Distancing

- Signage promoting social distancing to be displayed in each venue.
- Capacities for all venues have been reviewed and implemented (until further notice) based on 4m2 per person.
- Signage to be displayed at each venue stating maximum capacity.

#### Personal Hygiene

- Signage promoting personal hygiene to be displayed in each venue.
- Council will provide hand sanitiser at each building entrance point, to be refreshed daily by Council contractor.

#### Cleaning

- Deep cleans of venues before reopening.
- Cleaning to be provided by Council Contractor at the end of each day, if a venue has been occupied.
- Council to provide hirers 30 minutes of complimentary room hire time before and after to complete additional cleaning, if availability allows and as requested by the hirer.

### Hirer responsibilities

All businesses and organisations will need to submit A COVID-19 Safe Business Plan (Refer to <https://www.nsw.gov.au/covid-19/covid-safe-businesses>). Hirers must provide this record to council.

#### Social Distancing

- Number of people do not exceed maximum capacity of room (*please refer to Council Website for venue capacities*).
- Maintain a record of people in attendance, in the event of an outbreak. Hirers must provide a list of names and contact details to Council for our records.
- Consider using physical barriers (where practical) in high volume interaction areas to promote social distancing.
- If furniture is used, hirer to ensure that chairs / tables are the appropriate distance (1.5 meters).

#### Personal Hygiene

- Communicate to all attendees to stay home if they are feeling unwell or showing any symptoms (refer to <https://www.nsw.gov.au/covid-19/symptoms-and-testing>)
- Hirer to ensure that all attendees are practising personal hygiene standards (refer to <https://www.nsw.gov.au/covid-19/how-to-protect-yourself-and-others>)
- Hirer to provide hand sanitiser at each entrance point.

#### Cleaning

- Due to the nature of the venue being used by multiple users, the hirer is responsible and aware of cleaning all frequently touched surfaces and equipment before and after use (refer to <https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf>).
- Hirer has factored in adequate room hire time to complete cleaning required and provides required cleaning products.

I have read and understood the above and agree to abide by them in conjunction with Councils venue hire conditions. I understand that hiring the venue is at my own risk and I accept full responsibility and liability (whether in negligence or otherwise) for any breaches. I will ensure that my booking adheres to relevant COVID-19 government restrictions.

Applicant Name:

Signature:

Date:

For more information or to submit terms and conditions, please email Councils Venues team via [venues@canadabay.nsw.gov.au](mailto:venues@canadabay.nsw.gov.au)