

Additional COVID Conditions of Hire for Community Venues Private/Party/Casual hire – April 2021

Below are Council and hirers shared responsibilities when it comes to cleaning venues in response to COVID-19:

Council will:

- Undertake cleaning of bathroom(s) and high touch points after casual hire.
- Ensure venues are stocked with hand soap and paper towels.
- Provide visual aids to support effective hand washing.
- Provide signage displaying the maximum number of people allowed in the venue and in each room, calculated on the government recommendations.
- Provide QR code to record attendance by casual hirers and visitors at the venue.

The Hirer will:

- Exclude guests, staff, volunteers, participants and visitors who are unwell.
- Ensure signage provided at the venue is not removed or changed in any way.
- Ensure the maximum number of people displayed for the venue and in each room at the premises is not exceeded.
- Reduce crowding wherever possible and promote physical distancing requirements.
- Have strategies in place to manage queuing that may occur immediately outside the premises.
- Ensure hand sanitiser is available for use by guests, staff and participants at key points around the venue.
- Adopt good hand hygiene practices.
- Where practical open doors to maximise fresh air flow.
- Bring their own detergent, disinfectant, hand sanitiser and gloves to enable hygienic cleaning and moving of equipment
- Reduce sharing of equipment (including hire equipment) where practical and ensure these are cleaned with detergent and disinfectant between use.
- Ensure gloves are worn when cleaning and hands are washed thoroughly before and after with soap and water.
- Ensure all guests, staff and participants check in to the venue using the Council provided QR code.
- Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at the venue.
- Advise NSW Health and Council of any positive case of COVID-19 in an attendee of your event.
- Ensure all high touch areas are wiped down with disinfectant wipes during their event.
- Stack chairs and tables away and spot clean floors at the end of the event.

Cleaning fee

The cleaning fee covers cleaning of bathroom(s) and disinfecting of high touch surfaces at the end of the event. It does not cover rubbish removal or cleaning and disinfecting of floor surfaces. Hirers are to remove their rubbish and leave floors as they found them. Failure to do so will incur additional cleaning charges.

Acceptance

The hirer must accept these conditions prior to commencement of hire, to do this please send an email to venuehire@woollahra.nsw.gov.au stating:

"I have read, understand and accept the additional Conditions of Hire in response to Covid-19 "