



Response to COVID-19 Addendum to Terms and Conditions of Hire Community Venues

In response to COVID-19, each hirer is required to implement the NSW Government guidelines for good hygiene and disinfection of high touch areas within the facility.

These requirements are in addition to the existing cleaning process where the hirer must bring cleaning products, including garbage bags, and ensure the venue is left in a clean and tidy condition. This includes the wiping down of all tables and chairs before being put away, sweeping of floors (and mopped if required) and cleaning of kitchen equipment. Bathroom and toilet areas must also be checked, sinks and benches wiped down and paper picked up off the floor.

The booking period must include time for set up, pack up, cleaning and disinfecting within the times stated on the hire application form. Any exception to this is to be approved prior in writing by Council.

The following additional requirements are now required to be implemented in response to COVID-19:

Gathering Size Limits & Entry and Exit

The limits on gathering size/numbers have been calculated by Council based on the latest NSW Government requirements. These will be advised to you at the time of application and/or signage will be displayed at the facility.

The hirer must advise all persons attending the premises in connection with the hirer's booking to maintain social distance and to not exceed gathering limits.

The hirer must advise all persons attending the premises in connection with the hirer's booking that they must vacate the premises as soon as the booking has ended and not remain in or around the building so as to minimise contact between hirer groups.

The hirer cannot enter the premises earlier than the designated time, or before the previous hirer has departed. Where possible, designate separate entry and exit routes to reduce the risk of contact between groups.

Health and Hygiene

The hirer must advise all persons attending, or proposing to attend, the premises in connection with the hirer's booking to observe the following NSW Health requirements:

- Do not attend the premises if they have suspected or confirmed COVID-19 or display cold/flu-like symptoms
- Leave the premises immediately if they become sick and seek testing for COVID-19
- Maintain good hygiene by washing hands regularly with soap and water or by using hand sanitiser

The hirer must keep the name and phone numbers of all persons attending the premises in connection with the hirer's booking.

It is recommended that the hirer supply hand sanitiser for all persons attending the premises in connection with the hirer's booking to maintain good hygiene.



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It is recommended the hirer and all persons attending the premises in connection with the hirer's booking download the COVIDSafe app.

Disinfecting High Touch Areas

The hirer is responsible for ensuring all high touch areas are wiped down with disinfectant wipes before and after use of the premises.

High touch surface means a surface that is touched often, by the same or different people. For example, a door handle or push plate. High touch points include but are not limited to the following:

Kitchen Areas	Common Areas – Hall	Amenities
Taps	Light switches	Toilet seats
Cupboard door handles	Tables & chairs	Toilet flushes
Microwave controls	Lift buttons	Toilet door locks
Fridge handles	Door handles	Door handles
Oven/stove tops/nobs	Air conditioner remotes	Taps
Bench tops	Fan switches	Soap dispenser
Hot water urn	Railings	Baby change tables
Soap dispenser	PA system	
	Keyless entry pad/s	

When cleaning on or around electrical equipment/fittings, isolate electrical equipment and turn off power source if possible before using disinfectant wipes.

The hirer is responsible for advising any persons attending the premises in connection with the hirer's booking not to flush disinfectant wipes down the toilet. Disinfectant wipes are to be disposed of in bins or garbage bags.