


|  | FRM-145 COVID-19 ADDITIONAL HALL HIRE TERMS & CONDITIONS | | | |
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| | Document number: | FRM-145 | Version: | Original |
| | Author: | CIM | Review Date: | 31/12/2023 |
| | Effective date: | 31/12/2020 | Responsible Officer: | CIM |

COVID-19 Additional Hall Hire Terms & Conditions

Effective 31/12/2020.


These additional terms and conditions have been instituted in response to COVID-19 as part of The Canopy's risk management strategy. They are supplementary to FRM-064 Hall Hire Terms and Conditions and do not replace or act to remove any of the clauses agreed to by the hirer in signing FRM-064.

The Canopy requests that all payments be made via electronic funds transfer where possible.

Scope


These terms and conditions apply:

- For all individuals or groups (henceforth referred to as 'hirers') hiring community facilities managed by The Canopy
 - From recommencement of usage of community facilities by hirers following Federal and/or State and Local Government directives that community facilities may reopen
 - Until such time that The Canopy advises in writing that the risk presented by COVID-19 is sufficiently low that these terms and conditions are no longer required.
1. Hirers are not permitted to access the venue outside of the approved booked times under any circumstance. This includes event attendees arriving early for booked activities.
 2. Hirers must supply their own sanitization station within their booked area and ensure that all event attendees use the station.
 3. Hirers must clean and sanitise door handles, tables, chairs and any other facility equipment used after each use first with detergent and water and then with disinfectant, in addition to regular post-function cleaning, including in common areas such as toilet facilities used throughout the booking.
 4. Hirers must not leave any equipment, materials, resources belonging either to the hirer or attendees at their booking out of approved storage areas at completion of hire. All items found to be left will be disposed of.
 5. Hirers must ensure that all persons that attend their booked activity, including family members accompanying persons to the activity, have their attendance recorded in a digital format such as QR code or spreadsheet as per government regulation. Record keeping must include a phone number and time of entry.
 6. Hirers will, where possible, leave external doors open during their booking to assist with extra ventilation and minimize air conditioner use.
 7. Hirers will notify The Canopy immediately if any person who has attended the facility due to their booking tests positive for COVID-19.
 8. Hirers will under all circumstances adhere to current government regulations and directives relating to:
 - Social distancing
 - Maximum numbers of people permissible in the hired space
 - Permissible maximum participants for specific activities (ie social gatherings, religious services, fitness activities)
 9. Hirers will under all circumstances adhere to risk management strategies as identified by The Canopy, including:
 - Ensuring that activity participants and presenters strictly adhere to centre conditions of entry as

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- All hirers are to complete and submit to The Canopy an industry specific COVID-19 Safety Plan prior to commencement of hire and strictly adhere to this plan at all times
 - Hirers are to ensure that room capacity does not exceed one person per 4 square metres for physical activities or one person for 2 square metres for non-physical activities. Hired space only is to be included in this calculation and common areas are not to be included.
 - Hirers are to ensure that instructors, participants and spectators adhere to the 1.5 physical distance. Moving or blocking access to equipment or seating may occur to support 1.5 metres of physical distance but must not cause safety issues or block emergency exits
 - Hirers are required to ensure that activity participants and parents of children attending activities where parental supervision is not required wait in their vehicles until pick-up or drop-off times, or activity commencement times. Hirers must ensure that participants not gather in common areas or immediately outside of the premises.
 - Hirers are permitted to allow one person in kitchen facilities (where approved for use) or storage facilities at any time.
 - Hirers are to request of activity participants that they not use toilet facilities for changing of clothes.
 - Hirers are to ensure that participants adopt good hand hygiene practices, including hand washing and/or use of hand sanitizer.
 - Hirers to require participants to bring their own water bottle, snacks, towels, exercise mats etc and to eat outside where practical and to discourage any sharing of equipment where possible.
 - Where hirers are serving food, self-service buffet style or service staff carrying trays is not permitted. If food is provided or share-style one person should be allocated to serve food and practice hand hygiene before and after service.
 - Where hirers are serving food, they are to use disposable cutlery and tableware where practical. All food preparation tools must be washed with detergent or hot water, or using a dishwasher, immediately following use. All food preparation tools to drip dry rather than towel dry.
 - Areas used for high intensity cardio classes are to be cleaned with detergent and disinfectant after each use including mopping of floors.
 - Hirers are to ensure that people involved with cleaning or reorganizing furniture should wear gloves when cleaning and/or wash hands thoroughly before and after with soap and water.
 - Hirers are to ensure that records kept of activity attendees, including people involved in presenting the activity, are kept in a manner which complies with relevant health and privacy legislation.
 - Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Staff should continue to maintain 1.5m physical distancing from students where practical.
10. Hirers must not access or utilize kitchen facilities or crockery / cutlery items without the written permission of The Canopy.
 11. Hirers must not remove any signage displayed at the facility by The Canopy such as signage relating to social distancing, hand washing, maximum numbers of attendees or permissible activities.
 12. Hirers will immediately cease all activity at the community facility, regardless of whether they hold previously approved future bookings, if The Canopy advises the closure of the centre due either to government directive or exposure/suspected exposure to COVID-19. If closure should occur hirers will not be permitted to access the facility under any circumstance including accessing authorized equipment stored at the facility.

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Monitoring

The Canopy will be conducting spot checks of community facilities to ensure that users are adhering to restriction guidelines, sanitizing requirements and social distancing while at the facility.

Any hirer found to be in breach of the COVID-19 Additional Hall Hire Terms & Conditions, or the standard Hall Hire Terms & Conditions as found in FRM-064, will be in breach of terms.

Breach of Terms

- Any breach of the above terms entitles The Canopy to terminate the agreement and to require the immediate vacating of the Facility.
- The Canopy shall be entitled to apply the whole or any part of the bond to remedy any breach of this agreement and demand from The Hirer any balance owing to it on behalf of The Canopy, if the bond is insufficient to meet the cost of remedy.
- The Canopy shall be entitled to recover from The Hirer the cost of remedying or rectifying any breach of the agreement including legal and court costs of such recovery.
- The Hirer shall forfeit their rights to booking of space in the community facilities managed by The Canopy.

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| I, the abovementioned Hirer, agree that I have read the COVID-19 Additional Hiring Conditions and agree to abide by them. I hereby certify that the information supplied in this application is correct to the best of my knowledge. | |
| Print Name: | |
| Signed: | Date: |

Email: bookings@thecanopy.org.au

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