	FRM-145 COVID-19 ADDITIONAL HALL HIRE TERMS & CONDITIONS			
	Document number:	FRM-145	Version:	Original
	Author:	CIM	Review Date:	01/04/2024
	Effective date:	01/04/2021	Responsible Officer:	CIM

COVID-19 Additional Hall Hire Terms & Conditions

Effective Monday 29th March 2021.

These terms and conditions reduce the risk of COVID-19 at the centre you have hired. The standard Hall Hire Terms and Conditions also apply. All hirers must sign and return both documents. You must make sure that everyone at your event follows these requirements.

Wellbeing

1. You must not come to the centre if you are unwell. You must not allow anyone to come to your event at the centre if they are unwell.
2. You must make sure that everyone coming to the centre as part of your event understands and agrees to the conditions of entry. Conditions of entry are on the door of the centre.

Physical distancing


1. You must not allow more people in the room/s that you have hired than shown on the signs on doors/walls. This includes kitchen and storage facilities.
2. You must make sure that people at your event stay 1.5 metres apart where possible. If you move any equipment to help keep 1.5 metres physical distance you must not block emergency exits.
3. Event attendees must not change clothes in any of the activity rooms. Only use toilet cubicles for clothing changes.
4. You must make sure that your event does not cause congestion in common areas (such as hallways, entrances, toilets). This includes parents dropping off / collecting children for the activity. If there are children at your activity please encourage parents to wait in their vehicles until drop-off / pick-up times.
5. You must not allow more than one person to access storage facilities at one time.

Hygiene and cleaning

1. You must locate a hand sanitizer within the room that you have booked. You must make sure that all event attendees use it.
2. You must clean and sanitize door handles, tables, chairs and any other equipment used during your booking. You must firstly clean it with detergent and water and then with disinfectant. Regular post-function cleaning requirements also apply.
3. You must make sure that your guests practice good hand hygiene.
4. If your activity is a high intensity physical activity you must mop floors with detergent and disinfectant after every use.
5. You must make sure that anyone moving or cleaning furniture wears gloves or washes their hands thoroughly before and afterwards.
6. Where possible, please leave external doors open during your booking to help with extra ventilation. Please limit use of the air conditioner.
7. You must not leave anything behind after your booking unless you have an approved and paid storage area. If you leave anything behind and not properly stored The Canopy will dispose of it.
8. You must request people attending your event to bring their own equipment, such as water bottles or exercise mats, and discourage sharing of equipment where possible.
9. You must make sure that your guests follow hygiene and physical distancing requirements when serving food. The Canopy strongly encourages you to appoint servers rather than self-service.
10. The Canopy strongly encourages you to use disposable cutlery and tableware for food service. You must wash any non-disposable food service or preparation tools at once after use.

Record keeping

1. You must record the details of everyone who enters the building because of your booking. This

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includes people dropping off/picking up participants.

- Records must include a name, phone number and time of entry. You must keep records in a digital format such as QR code or spreadsheet.
- You must not provide The Canopy with records kept for your booking. You must store these records in a way which meets legal privacy requirements.
- If NSW Health asks you to give them records from your event you must give these as soon as possible. You must give these records no more than 4 hours after NSW Health asks.
- If someone can't give you their contact details someone else can give you their contact details to contact on their behalf. This might happen due to language barriers or if the person is a child.
- You must enter any paper records into an electronic format like a spreadsheet within 12 hours if you are unexpectedly unable to collect records electronically (such as during an internet outage).

Other conditions

- You must notify The Canopy at once if anyone who was at your event tests positive for COVID-19.
- You must not access any function rooms outside of the approved access times for any reason.
- The Canopy requests that you make all payments using electronic funds transfer where possible.
- You must not remove or move any signage that The Canopy or other relevant authorities have put up at the centre that you have booked.
- You must conduct education and childcare programs in line with relevant NSW Government guidelines.
- You must make sure you are aware of government regulations and restrictions relating to COVID-19 that are current at the time of your booking.
- You must make sure that there is a relevant COVID-19 Safety Plan completed for the centre that you have booked. The Canopy has completed Safety Plans for regularly held events types. You must adhere to all requirements of this COVID-19 Safety Plan during your event.
- You must leave your booked area at once if The Canopy tells you that the centre is closing due to exposure to COVID-19. You must not access the centre again for any reason until told in writing.

Monitoring

The Canopy will conduct spot checks of community facilities. These make sure that users are adhering to Government requirements and The Canopy's Terms and Conditions.

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 and Conditions

- You must follow The Canopy's instructions to leave the facility at once if you have breached these Terms and Conditions.
- The Canopy will take any costs caused by you breaching these terms out of your bond. If the costs are more than the total of the bond The Canopy will invoice you for the difference. You must also pay to The Canopy any legal and court costs that result from a breach of these terms.
- You cannot book space at centres managed by The Canopy if you breach these terms.

I agree that I have read the COVID-19 Additional Hiring Conditions and agree to abide by them.	
Print Name:	
Signed:	Date:

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