

DRUMMOYNE COMMUNITY CENTRE INC.

10 Cometrowe Street, Drummoyne NSW 2047 Phone 9719 8102



2021 COVID-19 VENUE HIRE CONDITIONS

This agreement is an additional requirement to the 2021 Venue Hire Policy & 2021 Venue Hire Agreement in regard to COVID-19 requirements

DCC Responsibilities

Social Distancing

- Signage promoting social distancing to be displayed in each venue
- Capacities for all halls and offices have been reviewed and implemented based on 4m² per person / maximum of 20 participants
- Signage to be displayed in halls and offices stating maximum capacity

Personal Hygiene

- Signage promoting personal hygiene to be displayed in entrance, bathrooms, kitchens
- DCC will provide hand sanitiser at entrance, office spaces and halls

Cleaning

- Cleaning to be provided by DCC Contractor at the end of each weekday and after Saturday/Sunday bookings if the halls have been hired (unless negotiated with the hirer for them to complete cleaning of touch surfaces at end/beginning of hire).
- DCC to provide hirers 30 minutes of complimentary room hire before and after their event to complete additional cleaning as required.

Hirer Responsibilities

The Hirer 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 DCC. The Hirer needs to comply with the following:

Screening Questions

- **Hirer must ask participants the following screening questions:**
 - are you experiencing cold or flu like symptoms such as a fever, cough, sore throat or shortness of breath?
 - are you unwell or do you have a fever (38°C or over)?
 - have you been in contact with anyone that is confirmed to have COVID-19?
 - have you returned from overseas, interstate or been in a hotspot in the past 14 days? **If interstate determine if live, work or otherwise active in COVID19 outbreak areas** (see <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx> for latest updates).

If they do not meet the criteria they should be asked to go home and seek medical attention.

Social Distancing

- Number of people do not exceed maximum capacity of room as displayed on the signage at the entrance to the halls & offices
- Maintain a record of people in attendance and their telephone number for contact tracing purposes should an outbreak occur (for 28 days). Hirers must provide this record to DCC and/or NSW Government as required should an outbreak occur
- Ensure distance of 4m² per person and a maximum of 20 participants
- Consider using physical barriers (where practical) in high volume interaction areas to promote distancing
- If furniture is used, Hirer to ensure that chairs and tables are the appropriate distance (1.5m)

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 hall or office entrance point
- Food or drink must be consumed outside the hired spaces unless agreed by DCC.
- Participants in fitness groups must provide their own mats, towels, water bottles and other equipment and these are not to be shared with others under any circumstances.

Cleaning

- Due to the nature of the venue being used by multiple users, the Hirer is responsible for and aware of cleaning all frequently touched surfaces, furniture 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 is responsible for providing and using their own cleaning products required for this.

I have read and understood the above and agree to abide by them in conjunction with DCC's Venue Hire Agreement and Policy. 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

Applicant Name: _____

Signature: _____ Date: _____

For more information or to submit your signed document please email info@dcc.org.au or call 9719 8102.