

Office:

Date:/...../.....

Time:

Name:

The Gladstone Regional Council is collecting your personal information on this form to process this request. We are authorised to collect this information under Schedule 3 of the Information Privacy Act 2009. The information will be only accessed by authorised council employees and may be given to the Queensland Police Service or Council's Insurer if compliance with the Conditions of Hire is not met. Some information may be provided to the nominated financial institution for the same purpose. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law.

Venue Hire - COVID-19 Requirements

The Coronavirus COVID-19 has meant that we have to take extra precautions to ensure our community halls are accessible for community use. As a Hirer of a Gladstone Regional Council venue there are additional requirements you will need to do to make sure the venue is safe and ready for the next group to use.

You must agree to follow the social distancing rules and instructions listed below in addition to the standard Hire Agreement.

I agree to:

Physical distancing

- Ensure posters remain displayed around the hall communicating the need to keep at least 1.5 metres distance between people.
- Ensure the maximum safe capacity is not exceeded – this is noted on the posters and refers to how many people can be in the hall at any one time. This has been calculated using the new social distancing rules and size of the venue. Please refer to the posters at each room.
- Ensure if tables and chairs are being used that they are placed in a way that complies with social distancing requirements.

Handwashing and hygiene

- Wash hands with soap and water regularly.
- Sanitise regularly where soap and water are not available.
- Ensure your guests use the soap and paper towel provided.
- Ensure posters with instructions on how to correctly wash hands or use sanitiser remain displayed in the toilets.
- Instruct your guests on other ways to limit the spread of germs, including by not touching their face, sneezing and coughing into their elbow, and staying home if feeling sick.
- Remind your guests to limit contact with others: no shaking hands, hugging or touching objects unless necessary.

Cleaning

- Ensure any areas used are cleaned and disinfected after each use with appropriate products (which have been supplied by Council); this includes things like door handles, bench tops, light switches, equipment, tables and chairs and other high touch points.
- Ensure the person cleaning the area wears gloves when cleaning and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.
- If the venue's crockery and cutlery is used, please ensure all is washed thoroughly in hot soapy water and dried, or wash in dishwasher if available.

Contact Tracing

- Keep a record (including name, address and phone number) of all persons attending.
- Providing contact tracing information to Queensland Health and or Queensland Police should it be requested.
- Council providing my contact details to Queensland Health and or Queensland Police should this information be requested in relation to contact tracing.

General

- Advising all attending to stay home should they be sick or go home if they become unwell, display any symptoms of COVID-19, or have been to or in contact with anyone returning from a known COVID-19 hotspot or returning from Interstate or Overseas Travel
- Encourage all attendees to provide their own personal equipment (where possible). All Council owned stationary equipment (whiteboard markers) have been removed from all venues.
- Follow any additional requirements as advised by Gladstone Regional Council staff.

The Hirer

A representative of the group/organisation hiring/using the venue is to sign this form and is responsible for ensuring all participants in the group are aware of these requirements.

Group/Organisation name: _____

Representative name: _____

Representative phone contact _____

Hall Location: _____

Signature: _____

Date: _____