

**CONDITIONS OF HIRE – ERINDALE NEIGHBOURHOOD CENTRE**

The following conditions of hire have been developed in relation to the COVID-19 pandemic, the requirements of the Commonwealth and ACT health departments, and the ACT government Recovery Plan.

The provisions below remain in force until further notice. They will be reviewed as restrictions ease.

The provisions below are supplementary to the conditions of hire that is part of your contract to hire the Erindale Neighbourhood Centre. Your signature below indicates your agreement to these provisions.

Provision	Current Requirement
<b>Safety Plan</b>	<p>All hirers are required to have a Safety Plan and to provide this plan to the ENC manager before resuming activities at the Centre.</p> <p>The ACT government’s “Guidelines for your COVID Safety Plan” should guide you in developing a plan. The ENC management has developed a sample template but this should be amended to suit your specific requirements and activities.</p> <p>The Plan must be available to be produced if requested by appropriate ACT health or other authorities. The Plan does not need to be approved by government authorities.</p> <p>As the hirer of the ENC, you are entirely responsible for developing the Plan.</p>
<b>Wellbeing of hirer and participants</b>	<p>Any person intending to attend your activity who is unwell must be turned away to go home. People who have symptoms are to be advised to be tested for coronavirus.</p>
<b>Limit on numbers attending.</b>	<p>The maximum occupancy is 18 persons. This includes staff, participants and visitors.</p>
<b>Physical distancing</b>	<ul style="list-style-type: none"> <li>• All people attending your activities are to maintain a safe social distance of 1.5 metres.</li> <li>• Only 18 seats will be available. Other seats in the centre will be cordoned off.</li> <li>• The kitchen will be cordoned off as it is difficult to maintain safe physical distance in this area.</li> <li>• Only one person should be in the toilet and washroom area at any time. An exception is where children are in need of assistance.</li> <li>• Maintain safe physical distancing when entering and leaving the building. Both doors could be used to assist in this. The pavement outside the entrances will be marked at 1.5 metre intervals.</li> </ul>
<b>Hygiene and cleaning</b>	<ul style="list-style-type: none"> <li>• Hirers and participants/attenders are advised to practice good hand and respiratory hygiene. Hand sanitiser will be provided at both entrances and in the washroom. Liquid soap and paper towels are provided in the washroom.</li> <li>• All participants and people attending should be advised to practice good hand and respiratory hygiene.</li> <li>• Where relevant people attending should bring their own water bottle, towel, mat and other equipment and should not share any of these with others.</li> <li>• At the conclusion of every booking, the hirer must clean all touched areas (tables, chairs, door handles, taps, etc) and should also clean toilet with disinfectant. Spray disinfectant and sanitising spray,</li> </ul>

**COVID-19 CONDITIONS OF HIRE**

	<p>paper towel and blue cleaning cloths will be provided by ENC management. Disposable gloves will be available for the cleaning activity. The hirer is strongly encouraged to do the same clean before commencing the booking, as a risk minimising measure.</p> <ul style="list-style-type: none"> <li>• ENC management will provide an extra 30 minutes to your booking for this cleaning, and you will not be charged for this time.</li> <li>• Used paper towels and cleaning cloths should be placed in the bin liners, and at the conclusion of the booking, the bin liners should be tied and placed in the external bins. Please replace the bin liner for the next users.</li> <li>• If participants and attenders require gloves or masks, they, or you the hirer are responsible for providing them.</li> </ul>
<b>Food and drink</b>	<ul style="list-style-type: none"> <li>• Where food is to be served, we recommend that one person is responsible for serving, and that hand hygiene is practised before and after serving.</li> <li>• The kitchen is not available to prepare or keep food or drink.</li> <li>• The hirer is responsible for bringing and taking away containers and serving items.</li> <li>• Attendees should bring their own water bottle.</li> <li>• We discourage food being served as it increases risk of exposure.</li> </ul>
<b>Record Keeping</b>	<ul style="list-style-type: none"> <li>• You are required to keep a list of attenders at every event.</li> <li>• The list should record the first name and a mobile phone number or email address of each attender.</li> <li>• The list is to be kept for at least 28 days.</li> <li>• The list should be kept securely to maintain confidentiality and privacy.</li> <li>• The list must be available to be produced when requested by relevant health and ACT government officials.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Each week there will be a booking sheet at the Centre indicating the time of the booking, and contact name of the hirer. At the conclusion of the event, please tick and sign that you have completed the booking and that you have complied with the requirements regarding hygiene and cleaning.</li> </ul>

I acknowledge that I have read and agreed to the conditions of hire outlined above.

Signed.....

Organisation.....

Date .....2020