

# Addendum to Venue Hire Terms and Conditions

## Venue Hire COVID-19 SAFE RESPONSE & RESPONSIBILITIES (24 November 2021)



In alignment with the current public health orders and restrictions for community services and facilities, hires are responsible to ensure the following principles are adhered to when booking and using the Community Services #1 (CS#1) facilities and venue for hire.

### Current Capacity

**Griffith Main Hall: 59**

**Griffith Meeting Room: 18**

**Narrabundah Main Hall: 44**

**Narrabundah Meeting Room: 23**

*All CS#1 venues use the Check In CBR app. Where the app is used it allows one person per two square metres occupancy under current COVID-19 restrictions in the ACT.*

*Ensure every person attending the gathering use the Check In CBR app. Additionally, remember to maintain physical distancing of 1.5 metres wherever possible and practice good hand hygiene, sneezing and coughing etiquette.*

### COVID Sanitising

Please note that each Venue Hire booking will require a subsequent booking with our appointed cleaning company for sanitising the venue before the next gathering can occur.

**Venue sanitisation is costed at:**

**\$50.00+GST per booking on weekdays**

**\$70.00+GST per booking on weekends**  
(inclusive of Friday evening bookings)

**COVID cleaning fees will be included in your hire quote and invoice.**

Hirers are still responsible for sanitising any venue equipment used at the end of each booking. Supplies are provided on site.

### Hirer Responsibilities

- Abide by the maximum room capacity.
- Maintain a record of attendance and retain for 28 days:
  - Including name, contact details, and start and finish times of gatherings.
  - This record can be through the Check In CBR app by anyone in attendance or written record
- Ensure that anyone invited to the gathering does not attend if they are unwell, have returned from overseas or the listed locations in the current Health Directions in the last 14 days.
- Ensure guest maintain physical distancing of 1.5 metres from people they do not know, wherever possible.
- Ensure guests maintain personal hygiene, including regular hand washing.
- Ensure guest are not gathering in communal areas and avoid places that look overcrowded – particularly at the entrance of the venue.
- Contact CS#1 Venue Hire Staff ([venuehire@communityservices1.org](mailto:venuehire@communityservices1.org)) during business hours if any of the provisions need attention.

### Provisions

CS#1 will provide the following:

- Check In CBR app QR Code display at the entrance.
- Hand sanitiser station or facilities at the entrance.
- Disinfectant spray (no rinse/wiping required).
- Posters will be on display, including personal hygiene, how to wash your hands, how to use hand sanitiser, reminders to maintain physical distancing requirements, and capacity limits.