

NORTHERN BEACHES COUNCIL COMMUNITY CENTRES PRIVATE EVENT TERMS & CONDITIONS – COVID-19

These additional conditions of hire have been prepared for the hiring of community centres to help ensure that the health and safety of the community is protected. The conditions are in addition to Council's Community Centres [COVID-19 Safety Plan](#) and general [Conditions of Hire](#).

The following 'Special Conditions of Hire' are to be strictly followed:

Condition of Hire	Hirer Responsibility
Maximum numbers allowed	<ul style="list-style-type: none"> Each centre has a capacity of one person per 2 square metres The advised capacity of the venue must not be exceeded Children, including babies, count towards the capacity limit
COVID-19 Safe Hygiene Marshall	<ul style="list-style-type: none"> For events with over 50 attendees, one COVID-19 Safe Hygiene Marshall (can be the hirer) is required per 50 people A COVID-19 Safe Hygiene Marshall must: <ul style="list-style-type: none"> Have thorough knowledge of your own and Council's COVID-19 Safety Plan for Community Centres, and ensure they are followed Advise all attendees of the Private Event Terms and Conditions Refuse entry to unwell attendees Ensure physical distancing Ensure hygiene and cleaning practices are followed Ensure all attendees check in via the QR code, or are recorded on a contact tracing list
COVID-19 Safety Plan	<ul style="list-style-type: none"> The hirer may have to complete a COVID-19 Safety Plan and submit to NSW Health This COVID-19 Safety Plan must be submitted to Council as part of your booking application. You can complete one here: https://www.nsw.gov.au/covid-19/covid-safe# covid19safetyplans The hirer must keep a copy of the Safety Plan at the event The hirer must read and follow Council's COVID-19 Safety Plan All engaged suppliers related to your event must provide a COVID-19 Safety Plan to Council
Contact Tracing/QR Codes	<ul style="list-style-type: none"> The hirer must ensure all attendees check in. QR codes are displayed at all Community Centres If an attendee cannot check in via a QR code, the hirer can check in a dependent or keep a contact tracing list Hirers are not required to send these details to Council NSW Health requires an electronic record of attendees to be kept by the hirer for 28 days The hirer must ensure physical distancing of 1.5 metres is followed while checking in and at all times



Condition of Hire	Hirer Responsibility
Preparation and serving of food and drink	<ul style="list-style-type: none">• The hirer must ensure there is no sharing of food or cutlery• No buffet style/self-serve catering• Ensure physical distancing in kitchens• We recommend completing the following course: https://www.foodauthority.nsw.gov.au/covid-19-awareness-food-service-training
Hygiene and cleaning measures	<ul style="list-style-type: none">• The hirer must sanitise all surfaces including tables, chairs and high touch points on entry and exit• The hirer must bring their own cleaning products• The hirer must provide their own hand sanitiser• All cleaning time must be included in the approved booking
Masks	<ul style="list-style-type: none">• Wearing of masks is highly recommended
Bond	<ul style="list-style-type: none">• Breaches of the Safety Plan or Terms and Conditions can result in the forfeiture of your bond
Spot Checks	<ul style="list-style-type: none">• The hirer will cooperate with Council staff conducting spot checks

NSW Public Health Orders as at 12 February 2021 state:

“Breach of orders made under the Public Health Act 2010 is a criminal offence and attracts heavy penalties.”

In the case of an individual, the maximum penalty is \$11,000, or imprisonment for 6 months, or both and a further \$5500 penalty may apply for each day the offence continues. The NSW Police may also issue on-the-spot fines of \$1000 for an offence.”