

## Venue Hire – Terms & Conditions

*Our Holdsworth Street premise has re-opened for bookings to the public with increased health and safety measures in place based on current NSW Department Health guidelines. We currently have limits to the number of people per venue and to one venue hire per day.*

*Please review the full terms and conditions concerning the hire and use of our premises prior to booking. For the latest COVID-19 information and advice, please visit [www.health.gov.au](http://www.health.gov.au) or call the National Coronavirus Health Information Line on 1800 020 080.*

### Booking Terms & Conditions

Holdsworth considers the health and safety of our staff, participants, hirers and their guest our highest priority. In response to COVID-19, the Hirer must (and must ensure its guests and invitees (“guests”)):

- I. All hirers must provide us with a copy of their COVID-19 Safety Plan. If they don't have one, they can complete it here: <https://www.nsw.gov.au/covid-19/covid-safe>
- II. They must register for a COVID-19 Safe Code. This can be done here: <https://www.nsw.gov.au/register-your-business-as-covid-safe>
- III. Attendees must have the NSW service App or download it in order to check in. For instructions on how to download the app: [https://www.nsw.gov.au/covid-19/being-covid-safe/check-in?utm\\_source=google&utm\\_medium=cpc&utm\\_activity=health-and-safety&utm\\_campaign=covid19-consumer#download-the-service-nsw-app](https://www.nsw.gov.au/covid-19/being-covid-safe/check-in?utm_source=google&utm_medium=cpc&utm_activity=health-and-safety&utm_campaign=covid19-consumer#download-the-service-nsw-app)
- IV. It is the hirers responsibility to ensure all attendees have signed in successfully and keep records of attendees using the QR code App. It is now a requirement to use QR Codes to record details electronically.
- V. In the event that an attendee does not have a phone or does not want to download the NSW Service App, the hirers will need to be able to record the attendees details digitally e.g. on a laptop.
- VI. If the hirer does not have a device on hand on the day (e.g. laptop's battery is flat), they must register the attendees manually (including name, phone number and email address) and transfer details immediately onto a device once available.
- VII. All hirers and guests must stay at home if they are feeling unwell (no cancellation fees will apply for illness).
- VIII. Only permit a maximum of 20 people (including the Hirer) in the outdoor area at any one time - the Piano and Club room spaces are limited to 10 people in each due to the size of the room floor.
- IX. Maintain physical distancing by remaining 1.5 metres apart (or 4sq metres when working on the floor).
- X. Coordinate with guests staggered entry and exit times to comply with physical distancing protocols.
- XI. Check that all guests are feeling well and that they have successfully registered their attendance at the venue.

- XII. Sanitize hands and all surfaces touched (light switches, chairs, tables etc) using the sterilizing products and dispose of all wipes in the bins provided.
- XIII. Do not share any toys or equipment but encourage all guests to bring their own.
- XIV. Do not use our kitchen and utensils - please bring your own plates and cups.
- XV. Clean the venue at the end of the hire time and return the space to its condition prior to use by the Hirer and guests.
- XVI. Follow all instruction that may be given by the Holdsworth staff member or any government authority.
- XVII. Call us on 02 9302 3600 if the Hirer or a guest suspects they have been in contact with a confirmed case of COVID-19. We recommend self-quarantine immediately and seeking medical advice.
- XVIII. If the Hirer or a guest needs medical assistance, call the NSW Health Department Helpline on 1300 066 055, or in an emergency, visit the local hospital emergency department (it is recommended that call be made in advance).
- XIX. Do not amplify sound or live music in the playground, please respect our neighbours
- XX. No animals inside the gates of the Centre at any time. This includes animal/petting farms, pony rides and pets.
- XXI. No jumping castles or other equipment that could cause damage or operate at high noise levels.
- XXII. No smoking in any part of the centre or playground.
- XXIII. Alcohol consumption is your responsibility. You are responsible for the behaviour and safe service of alcohol to any person attending your event.
- XXIV. Keys must be left in the mailbox after the event. A penalty of \$20 will be charged for each working day until the key is returned. \$100 will be charged after the third working day. \$100 will be charged for a lost key.
- XXV. You are required to take your rubbish with you after the party as the bins and rubbish collection at Holdsworth cannot accommodate your rubbish. A fee of \$100 will be charged to your credit card if rubbish is left behind.
- XXVI. You are required follow the cleaning protocols provided below as recommended by the NSW Department of Health. A fee of \$100 will be charged if cleaning has not been completed as required.

We ask that you comply with these terms and conditions to ensure we can continue to hire our premises. We reserve the right to charge a penalty fee to your nominated credit card for non-compliance with any of the above conditions.

## Booking Times

Venue hire is available for meetings, training, workshops on weekends and evenings.

Venue hire for children's parties is available on weekends and some public holidays during the following hours (excluding Christmas, New Year and Easter):

|                 | Morning       | Afternoon |
|-----------------|---------------|-----------|
| Saturday        | 9am – 12pm    | 2pm - 5pm |
| Sunday          | Not available | 2pm - 5pm |
| Public Holidays | Not available | 2pm - 5pm |

You may arrive at the Centre one hour prior to your booked time to enable set up, but the party must not start before the booked time and must conclude within the three hours. A morning hirer must have cleaned up and departed from the Centre by 1.00 pm. Afternoon hirers must have cleaned up and vacated by 6.00 pm.

## Cleaning Protocol

*It is imperative that we all take personal responsibility for our health and wellbeing and protect other members of our community. This means that if you or any of your participants are unwell or have come in contact with someone who has recently (less than 14 days) returned from overseas travel, and/or have been in contact with someone diagnosed with Covid-19, that you **do NOT attend**. You will need to inform us if you or one of your participants become sick so we can make sure that everyone that came in contact can be notified.*

## Checklist: Cleaning

What do I need?

- Hospital grade detergent/disinfectant
- Hand sanitiser
- Disinfectant wipes

Instructions on how to clean

- Clean the space at the beginning and end of each session using disinfectant
- Clean objects and surfaces used repeatedly by lots of people after each use and/or session using disinfectant
- Clean surfaces and fittings if they are visibly soiled or after any spillage as soon as possible with disinfectant
- Air the room between sessions with open windows and door
- Clean frequently touched surfaces such as door handles, tabletops, light switches, desks etc.

### **Checklist: For Hirers & Attendees**

- Maximum of 10 attendees per session with 4sqm between each person
- Only permit a maximum of 20 people (including the Hirer) in the outdoor area at any one time - the Piano and Club room spaces are limited to 10 people in each due to the size of the room floor.
- Record name and contact numbers of all attendees before entering
- It is highly recommended that you check each attendee's temperature on arrival. Masks and gloves are recommended to be worn by the individual checking temperatures.
- Ensure all attendees wash their hands or use hand sanitisers prior to entering the playground/room/vehicle
- Ensure all frequently touched areas/surfaces/objects are disinfected after each use
- Ensure attendees adhere to cough/sneeze protocol (into the elbow / a tissue and thrown into the bin)
- Attendees should be encouraged to bring their own equipment if required i.e. own mat, toys, water bottles etc
- Ensure equipment used are disinfected after each use

## Booking Procedures

**Keys:** You may collect the keys on **Thursday or Friday before 12pm** prior to your booking. When collecting your key you will be required to participate in a brief orientation, cleaning and safety tour. All keys should be left in the Centre's locked mail-box after the party. No staff are available on the weekend should you forget to pick up the key. A key deposit will be taken at time of collection with a credit card.

**Cancellations:** We will make a full refund in the event of any cancellation four weeks prior to a booking. Between one and four weeks we reserve the right to charge 50% of the full booking fee. Cancellations within one week of the booked date will receive no refund.

**Note:** In the event of an emergency please contact Double Bay Security on 0418 222 382 or Paddington Police on 8356 8299. Report this and any other issues to the Centre on 9302 3600 during normal business hours.

***Please sign below to agree that you have read and understood the above terms and conditions of hire and that you agree to abide by these conditions. Failure to comply with these requirements will be regarded as a breach of agreement, giving Holdsworth the right to withhold all or part of the deposit and/or to cancel of all or any future booking. Email the form to [judy.renford@holdsworth.org.au](mailto:judy.renford@holdsworth.org.au), drop it in at Holdsworth or call 02 9302 3600.***

|                  |  |
|------------------|--|
| <b>Signature</b> |  |
| <b>Name</b>      |  |
| <b>Date</b>      |  |