

CTC@Robertson Venue Hire Agreement - CovidSafe

The organisation/individual agrees with Robertson Shed Inc (CTC@Robertson) to use the CTC on the following terms:

Please read carefully. Any changes must be clearly marked and initially by both parties.

- The hirer must be aged 18yrs or over.
- The hirer takes responsibility for CovidSafety as per CTC CovidSafe plan including:
 - **Anyone who enters the CTC building must:**
 - **Use hand sanitizer on entry**
 - **Answer CovidSafe questions. If they answer yes to any of the questions they may not enter the building.**
 - **Give their name and contact number (hirer or one person selected by them to write this on sheet in folder by door. Folder to be closed when not in use).**
 - **Not more than 15 people including hirer and any CTC personnel in the building at any time.**
 - **Distance of 1.5m between people (or between family groups). If this is not possible then facemasks should be worn.**
 - **Remind people to leave gap of 1.5m if queuing for toilets.**
 - **Kitchen area is not to be used (except with prior agreement & manned by CTC staff). Please ask attendees to bring their own water.**
 - **Request people not to touch anything that is not essential to the meeting.**

- The hirer has public liability insurance? Yes No
 - If no liability insurance the CTC volunteer or staff member who will be present is:
 - The hirer takes responsibility for all licences and any other insurance required.
 - Security – it is the responsibility of the hirer to ensure the building is locked and secured when leaving except where this is being done by CTC personnel.
 - No attachments to walls or CTC property including with blue tack, sticky tape etc. (white board can be provided).
 - Smoking is not permitted anywhere in the building
 - The hirer will be responsible for:
 - Damages to the building and/or CTC equipment that occurs as a result of the hire, actions of the hirer or guests of the hirer.
 - Conduct and actions of any guests.
 - Hirer is responsible to leave area clean and tidy. (Thorough cleaning including disinfecting of floor and surfaces will be done by CTC personnel).
 - Personal property – hirers and their guests are responsible for their own property/personal effects.
 - Consideration for other users of the CTC.
 - Surrounding residents should be respected and all noise kept at an acceptable level:
 - The car park should be used when available and vehicles parked safely
 - Safety for hirers: Hirers should familiarise themselves and their guests with the following:
 - CovidSafe requirements
 - Emergency exits
 - Fire extinguishers
 - Emergency contact numbers
 - Report any incidents or accidents that occur; especially anything that could be a safety hazard to you or other users or where fire extinguishers have been used.
- Contact CTC Manager 0408 611 301 and / or CTC President 0429 826 431**

Details of Hire:

Any problems or issues to be discussed with CTC Manager and / or CTC President.

Area being Hired: _____ Date of Hire: _____

Purpose of Hire: _____

Name of Hirer: _____

Company: _____ ABN: _____

Agreed Hire Cost: _____ (Any extras to be attached).

Signature of Hirer: _____ Date: _____

Contact Phone for Hirer: _____ Email: _____

Signed on behalf of Robertson CTC

Name: _____ Position: _____

Signature: _____ Date: _____

Name: _____ Position: _____

Signature: _____ Date: _____

Notes: