

CTC@Robertson Venue Hire Agreement

CovidSafe update 10/3/2021

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 Covid safety as per CTC CovidSafe plan including:
 - **Anyone who enters the CTC building must:**
 - **Use hand sanitizer on entry**
 - **Answer CovidSafe questions. If they are unwell or have been a contact of a suspected or confirmed case of Covid-19 they may not enter the building.**
 - **Record contact details, this can be by scanning QR code at door (preferred method) or give their name and contact number to be written on paper record.**
This contact sheet needs to be provided to CTC personnel at end of meeting.
 - **Not more than 25 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 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: _____

Time of hire (include set up and pack down time) _____

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: _____

Notes: