



58-60 Hoddle Street  
PO Box 69  
Robertson 2577  
Tel (02) 4885 2665  
info@robertsonctc.org.au  
facebook.com/CTCRobertson/  
www.robertsonctc.org.au

# CTC Robertson Venue Hire Agreement

## CovidSafe

updated 3/11/2021

The organisation/individual agrees with CTC Robertson Inc 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:**
      - **Provide proof of double vaccination (or exemption) against COVID19**
      - **Use hand sanitizer on entry**
      - **Wear a mask (except when eating/drinking)**
      - **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 plus up to three 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 licenses and any other insurance required.
  - Security – it is the responsibility of the hirer to ensure the building is locked and secured when
- CTC Robertson Hire Agreement 2021 Page 1 **CovidSafe v3.5**

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: