



RICHMOND COMMUNITY  
LEARNING CENTRE  
Spaces for Everyone



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## Venue Hire - RCLC Covid Safe Terms and Conditions for hire

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### Burnley Backyard, The Stables and Studio 1 Community Hub

#### Application for hire

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Richmond Community Learning Centre (RCLC) has introduced new protocols to ensure the safety of community members hiring our venues. Please read the Covid Terms and Conditions carefully, as you are required to confirm your acceptance of these terms in order for us to confirm your booking.

**A signed copy of an agreement form must be returned to RCLC prior to any booking confirmation.** We also request that the hirer attend a site induction to cover Covid safe practices prior to their event.

#### RCLC Covid Safe Conditions of Hire Conditions of use

All venue users must adhere to the Department of Health and Human Services (DHHS) restrictions for the State of Victoria. RCLC. Visit [www.dhhs.vic.gov.au/victorias-restriction-levelscovid-19](http://www.dhhs.vic.gov.au/victorias-restriction-levelscovid-19) for information on the current restrictions in place.

#### Physical distancing during your event

- Make sure you always observe appropriate physical distancing rules by keeping at least 1.5 metres from other people.
- Minimise the opportunity for a build-up when people are entering and exiting the event.
- Markings exist at all entry/exit points of the venue to ensure social distancing on entry/exit.
- Minimise the use of carpooling by people attending your booking.
- Additional social distancing is required when dancing with the current restriction at 1 person per 4 square metres.
- If seating is required, space out table to reflect social distancing.
- If participants reside in the same household, consider seating them together during your activity.

#### Covid maximum space capacities

- You must be aware of the maximum capacity of all the spaces you are hiring.
- Please check with RCLC staff for current density ratios of the space you are hiring.
- Maximum capacity numbers include all adults and children over 1 year old.
- No more than 5 people per space singing or using wind instruments.
- A listing of current maximum density requirements for our venues is available on our website.
- There is signage in each room detailing its specific capacity.
- Maximum capacity numbers include all adults and children over 1 year old.

### **Wear a fitted face mask if you can't socially distance**

- It is your responsibility to ensure all attendees are wearing face masks indoors; and outdoors where it is impossible to socially distance.
- We recommend the hirer brings along some extra face masks in case attendees forget or dirty their masks.

### **Hygiene**

- Soap and hand sanitiser are provided at all venues.
- Encourage guests to practice good hand hygiene at your event.

### **Cleaning**

- A cleaning station is provided to enable hirers to clean frequently touched surfaces or spillages regularly during the booking
- It is important gloves are worn when using these products.
- Venues will be professionally cleaned regularly according to COVID-19 cleaning requirements and guidelines.

### **Social gatherings at Burnley Backyard**

- Hirers are required to cover the cost of professional Covid safe cleaning after their hire.
- The cost of the Covid safe clean is \$55 and will be added to the hire cost.

### **All other hires**

- Hirers are required to use the cleaning stations provided to follow the cleaning checklist during and after the booking
- Added cleaning costs may be incurred for some bookings will depending on the length of the booking and amenities used and are at the discretion of RCLC.

### **Minimise the use of shared cutlery, plates and food**

- We recommend you provide individual items of food rather items that attendees need to cut up or dish out to minimise the transmission of germs.
- Limit use of shared platters.
- Plates, glasses and cutlery should all be washed in hot soapy water before being reused.
- Consider blowing out candles on an individual cup cake.

### **Minimise interaction in enclosed spaces**

- We encourage doors to be kept open when feasible during your booking
- Formalities should take place outdoors whenever possible.

### **Health of Guests**

- Any participant that is sick and experiencing flu like symptoms should not attend the event and should be advised to get tested.
- The Hirer should remind all attendees of this requirement prior to your booking.
- Anyone who develops or shows signs of any symptoms while at your booking should be sent home.
- Consider additional safety options around vulnerable people attending your activity.

### **Recordkeeping**

- To support contact tracing, **the hirer and all attendees must check in using Government provided QR codes.** There are QR codes unique to each room, so if you are using multiple rooms, you and attendees must check into each room.
- The Hirer or nominated person can record multiple entries using their phone if necessary.
- If a guest or attendee refuses to check in using QR codes and insists on handwritten check in, density ratios revert back to half the number of people allowed in each room when using QR codes.
- Please inform all attendees and guests prior to your booking, the requirement in place to sign in using a QR code.
- It is the responsibility of the Hirer to inform RCLC of any Covid positive cases or close contact concerns discovered after your booking.
- It is the responsibility of RCLC to inform DHHS who will then use QR code information for tracking.

### **Fines**

- Any police presence during the event due to non-compliance of restrictions is the responsibility of the hirer.
- Please note that should your guest number exceed the maximum capacity police will issue every guest at your event an individual fine that they will be required pay.
- RCLC is not responsible for any fines issued during the event, payment is to be paid by the hirer and/or their guests.

**All facilitators (i.e. not social gatherings) will have to provide their own Covid Safe Plan for hiring an RCLC Venue. A Covid Safe plan template is available from the Victorian DHHS site or RCLC can provide you with a template.**

**Please fill in details below and return the signed copy to RCLC before your booking. Email [bookings@rclc.org.au](mailto:bookings@rclc.org.au)**

<b>RCLC Venue Hire</b>	
<b>Covid Terms and Conditions Agreement</b>	
<b>Studio 1, Burnley Backyard and The Stables</b>	
Hirer's name	
Hirer's contact number	
Booking dates	
Booking times	
Site Area	
Expected no. of attendees	

**I have read and agree to comply with all Terms and Conditions outlined. I accept responsibility for developing a Covid plan in line with DHHS requirements to:**

- **Outline DHHS requirements to guests.**
- **Monitor and ensure compliance of the requirements during the event.**
- **Notify RCLC and DHHS immediately if a guest tests positive to Covid after the event.**

Name:

Signed:

Date: