



RICHMOND COMMUNITY
LEARNING CENTRE
Spaces for Everyone



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Social Gatherings - RCLC Covid Safe Terms and Conditions for hire

Burnley Backyard, The Stables and Studio 1 Community Hub

Application for hire

Richmond Community Learning Centre (RCLC) has introduced new protocols to ensure the safety of community members hiring our venues. Please read the Terms and Conditions carefully, as on completion of the Venue Application Form, the Hirer agrees to comply with these Terms and Conditions of Hire. 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.

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, this is subject to restriction updates. Visit 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
- Minimise the use of carpooling by people attending your function
- Dancing as a group is not allowed under current Victorian guidelines
- If guests are to be seated, consider seating those that reside together on the same table and space tables out according to social distancing requirements

Covid maximum space capacities

- You must be aware of the maximum capacity of all of the spaces you are hiring
- From November 23rd the number of people allowed in community facilities remains at a maximum of 20 on site and 10 in each separate space at any one time.
- Density requirements per space must still be complied with (one person per four square metres).
- 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 ([link](#))
- There will be 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

- It is your responsibility to ensure all guests are wearing face masks indoors, and outdoors where it is impossible to socially distance
- Adults and children over 12 must wear masks unless they have a lawful reason not to.
- Masks can be removed whilst people are eating or drinking
- We recommend the host brings along some extra face masks in case guests forget their masks

Practise good hygiene/Cleaning

- Soap and hand sanitizer will be available for hirers use at all venues.
- A cleaning station will be set up to enable hirers to clean high touch surfaces regularly during the event.
- It is important gloves are worn when using these products
- The Facilities will be cleaned prior to your hire according to COVID-19 cleaning requirements and guidelines.
- Social Hirers (e.g. weekend party hire) are requested to cover the cost of professional Covid safe cleaning after their hire.
- The cost of the Covid safe clean is \$55 (includes GST) and will be added to the hire cost.
- Hirers are responsible for taking away all rubbish, decorations etc. Packing away tables and chairs. The site should look like the hirer found it.
- Any cost associated with additional time spent by the cleaners clearing or putting away items not returned to their original position by the hirer will be deducted from the bond.

Minimise the use of shared cutlery, plates and food

- We recommend you provide individual items of food rather than dishes that attendees need to cut up or dish out to minimise the transmission of germs
- Plates, glasses and cutlery should all be washed before being reused
- Candles should not be blown out over a cake that will be served to guests. Consider using a single cupcake for this purpose.

Health of Guests


- Any guests that are sick and experiencing flu like symptoms should not attend the event
- You should remind all your guests of this requirement prior to your events and to get tested.
- Anyone who develops or show signs of these symptoms while at your event should be sent home
- Consider additional safety options around vulnerable people attending the event.

Recordkeeping

- To support contact tracing, the hirer must record details (first name and phone number) for each person in attendance. There will be paperwork and sanitised pens provided for the host or a nominated person to fill in all attendees details, take a photo of the document and email it to RCLC bookings@rclc.org.au
- It is the responsibility of the hirer to contact DHHS then RCLC if there are any instances of Covid positive attendees or close contact concerns
- Please ensure any suppliers on site for your event (photographer, catering etc) are also included on the register
- RCLC will require you to provide us with your guest list prior to your event.

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.
- Bond will not be refunded if police attend the event and it is found that Covid restrictions have not been complied with.

RCLC Venue Hire Covid Terms and Conditions Agreement		 RICHMOND COMMUNITY LEARNING CENTRE <small>Space for Everyone</small>
Studio 1, Burnley Backyard and The Stables		
Hirer's Name (full individual or company name, not just a business name)		
Function Date		
Function Times (include unloading and loading time)		
Function Area		
Expected no. of guests		
Maximum number of guests allowed		
Description of Function		

I have read and agree to comply with all Terms And Conditions outlined and accept responsibility for my guests to also comply with all Covid safe guidelines provided by the Victorian Department of Health and Human Services

Signed:

Date: