

# Newtown Neighbourhood Centre Room Hire

## Additional Terms and Conditions relating to COVID-19

**By hiring our rooms, you agree to keep up to date with all NSW and Federal Government restrictions, and comply with these at all times. If further restrictions are imposed by the government, which are stricter than those below, those restrictions will take precedence.**

Below is a summary of the Current NSW Government Guidelines which MUST be adhered to when hiring NNC's rooms. If you cannot comply with these conditions, unfortunately you will not be able to use NNC's facilities.

**These restrictions are current as at: 27 July 2020**

### COVID-19 SAFETY PLANS

- Newtown Neighbourhood Centre (NNC) is bound by the *NSW Government Public Health Order*. As a result, we are required to have a COVID-19 Safety Plan in order to open our doors to the public. You can find a copy of [NNC's COVID-19 Safety Plan here](#).
- As a visitor to our Centre, you must also comply with our Safety Plan where applicable.
- If your business is required to have a COVID-19 Safe Plan under *Public Health Orders*, you must provide a copy of this plan to NNC prior to hiring our rooms. If you do not provide this, we may reject your application to hire our rooms.
- Further information can be found on the NSW Government website <https://www.nsw.gov.au/covid-19/covid-safe-businesses>

### ACCESS RESTRICTIONS

You must not enter NNC's premises, or allow any of your guests to enter, who:

- Have tested positive to COVID-19 and who have not yet been cleared as negative
- Are subject to any quarantining requirements due to travel, both domestic and international
- Are subject to any quarantining requirements due to visiting declared COVID-19 "hotspots"
- Are showing any symptoms of COVID-19 or are suspected of having COVID-19
- Have been asked to self-isolate by health officials for any other reason

### PHYSICAL DISTANCING

You agree to do the following at all times, and ensure that all of your guests also comply:

- Ensure capacity does not exceed the maximum number of people allowed in each room, or [one visitor per 2 square metres of space](#) (whichever is lower).
- Ensure indoor group activities, such as yoga classes or group counselling sessions, have no more than 40 participants, plus the instructor or facilitator and any assistants, per space that complies with one person per 2 square metres. Participants should maintain 1.5 metres [physical distance](#) where practical.
- Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.
- Move or block access to equipment or seating to support 1.5 metres of physical distance between people where this is practical.
- Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered class start times..
- Reduce crowding wherever possible and promote physical distancing, including where people are asked to queue.
- Ensure any communal areas where people gather, such as kitchen facilities, maintain appropriate physical distancing where practical.

#### Outdoor public gatherings

- No more than 40 people are allowed to gather outside the Centre.
- Any people queuing to get in must maintain a distance of 1.5 metres from the next person.
- The door to the front of the building must remain closed and locked at all times, as per standard room hire requirements.

#### RECORD KEEPING

You agree to do the following at all times, and ensure that all of your guests also comply:

- Ensure all members of your group register their contact details when entering the building. Wherever possible, this should be done by scanning the QR code with their own phone and completing their details on their own device. QR codes can be found at the entrance to all rooms for hire and at the front entrance. If a person cannot scan the QR code, you as the organiser, are required to maintain a list of names and contact details for each person attending each day, and email it to NNC within 24 hours. This list should be emailed to [roomhire@newtowncentre.org](mailto:roomhire@newtowncentre.org). The details required are: date, time, name and a mobile number or email address for all guests, volunteers, staff, and contractors. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.
- Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your event and notify SafeWork NSW on 13 10 50.

## **CLEANING AND HYGIENE**

You agree to do the following at all times, and ensure that all of your guests also comply:

- Adopt good hand hygiene practices.
- Hand sanitiser is available in all rooms and common areas, however you must also provide these products in the event that stock runs out during or prior to your hire.
- If your event includes food provision, you must ensure that there is no self-serve buffet style. One person should be allocated to serve food and practise hand hygiene before and after service.
- Clean cutlery and tableware with detergent and hot water.
- Clean all tables, chairs, trolleys and other shared equipment at the beginning and end of hire, as a minimum.
- Clean areas used for high intensity activities or classes with detergent and disinfectant after each use.
- Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.
- Ensure there is accessible detergent/disinfectant and gloves for guests to use, should they wish.
- Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.
- People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

## **CANCELLATIONS AND CHANGES TO CHANGE TERMS AND CONDITIONS**

- As COVID-19 presents a significant and unpredictable set of circumstances, NNC reserves the right to make alterations to these conditions at any time. We will always try to provide as much notice as possible, however this may not always be possible.
- If a booking needs to be cancelled by us at short notice due to increased risk or increased government restrictions placed upon us, you will receive a full refund of any fees paid for the services that we cancel.
- If you need to cancel your event due to changes in government restrictions prohibiting your event from proceeding, we will provide a refund for any fees paid, and no cancellation fee will apply, provided that this is a situation outside of your control.
- Each room has a maximum number of people permitted as per government restrictions. These capacity limits are placed on each door within the Centre, and also on our website. You acknowledge that at the time of booking, the number of people attending your event will not exceed this number. If this number is later reduced due to tightening of government restrictions, and as a result you will then be in breach of the new limit, we may provide a larger room to you at no extra cost, if there is one available on the same date and time. If there is no room available, you may choose to

cancel or change your booking to a new date, time, or room, without incurring any cancellation or change fees.