COVID Safe Checklist for Venue Hire

Group organisers of an activity or event have a duty of care to ensure the ongoing safety of their participants. As such, each hirer must be able to demonstrate that they have taken reasonable steps to comply with the Government directions and avoid a foreseeable risk of harm to those that attend their activity or event.

The purpose of this checklist is to ensure that the hirer is aware of the Victorian Government directions and is committed to providing a safe environment for all participants, members, other centre hirers, workers and volunteers.

Based on the information provided, Council will advise whether your hire can go ahead. Please note that you will need to complete one form for every space that you hire.

Hirer details	
Organisation / Hirer name:	
Booking contact Name:	
Venue Booked:	
Event Number: (if applicable)	
Phone number:	
Email address:	
Address:	
Number of expected attendees:	
Provide a short overview of what your group does within the Community Centre:	

Safety Checklist				
Ref	**Checklist Guidance**	**Yes**	**No**	**Hirer Comments**
1.	**General**			
1.1	Has an inspection/induction of the facility and surrounding area been conducted prior to use?			
1.2	Have you read and understood the terms and conditions of hire?			
1.3	Have you contacted your insurance to ensure that it is still current and covers your event and date, given the current restrictions and change in practices/operation?			If yes, please provide evidence of insurance.
1.4	Have you completed a full risk assessment of your event clearly identifying potential risks and possible mitigations?			Please attach.
2.	**Physical Distancing & Group Number Restrictions**			
2.1	Have you provided education/communication on physical distancing to all group members, participants and contractors to comply with current restrictions?			
2.2	Have you considered the use of technology to assist with physical distancing where possible (ability to deliver programs online)?			
2.3	List the name of the person responsible for managing physical distancing during set up, throughout your event and pack down: *Note: this person will be required onsite for the duration of each booking.*			
2.4	Please outline how you will manage to limit the number of attendees permitted in the space (as outlined by Council) to maintain physical distancing: *For example: managing exit and entry, sign up restrictions, adjustments to timing, physical distancing indicators to restrict the number of people in an enclosed space to a maximum of 1 person per 4 square metres*			

2.5	What systems and strategies has your organisation implemented to communicate to members and participants any ongoing changes to safety considerations and operational practices necessary in line with changing state restrictions?			

3.	**Hygiene**			
3.1	Please outline the measures you will implement to protect users against Covid-19 such as; - Ongoing provision of hand sanitizer and wipes - Regular cleaning of equipment and resources throughout the event - Regular hand washing - Restricting access to any areas that remain non-accessible - Signs advertising restrictions			
3.2	Please outline how you will manage the wearing of masks by all attendees throughout your booking.			
3.3	Have you provided information on COVID-19 hygiene protocols and practices to all group members, participants and contractors?			
3.4	Have you provided information on COVID-19 symptoms & transmission to all group members, participants and contractors?			
3.5	Have you advised staff / volunteers / contractors/ participants not to attend if unwell?			

3.6	In the event of an outbreak, all attendees must be notified. Please outline how you will track the name and phone number of those in attendance and what steps would be followed to notify attendees in the event of an outbreak:

Signed by person completing checklist: _____

Print name: _____

Position: _____   **Date:** _____