



Upper Lachlan Shire Council COVID-19 Community Hall and Booking Process

Please Contact
Council@upperlachlan.com.au for further information

Community Halls and Venue Requirements

Council will continue to work with the community in line with the NSW Health regulations

All Venues must follow the key points below

- Hand Sanitizer, Wipes and Masks must be made available at all venues
- COVID-19 safety plans are suggested but not mandatory

Please download from here if wishing to complete a plan

<https://www.nsw.gov.au/covid-19/business/safety-plans/gym-and-indoor-template>

1. Advise who is your dedicated booking coordinator for the venue is submit these details to Council

Full Name	Community Group	Venue	Contact Number	Phone	Email

Example

Joe Smith	Gunning Shire Hall & Showground Committee	Gunning Shire Hall & Showground	02 4830 1000		Council@upperlachlan.nsw.gov.au
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2. Council's Expectations

REQUIREMENTS FOR HIRE / USE OF PUBLIC HALLS / COMMUNITY FACILITIES

Section 355 Committees who manage the day to day use of halls/community facilities must adhere to the booking processes for their space or when out-hiring to members of the community

Cleaning Roster / Process

- The Committee / manager of facility must arrange for regular cleaning to occur.
- A copy of the bookings for the month along with the roster needs to be provided to Council
- A clean must occur before and after a booking is made.
- If frequently used a deep clean is encouraged once a month
- Clean frequently used areas during use. Clean before and after use with detergent / disinfectant and allow for sufficient time between bookings to ensure this occurs.
- Use disinfectant solutions with an appropriate strength and use in accordance with the manufacturer's instructions.
- Ask users/visitors to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Record Keeping

- Ensure you keep a copy of the below, this is to ensure compliance for record management
 - All booking forms submitted to utilise the facility.

Booking Form and Process

- All bookings must have a booking form submitted to the facility manager/booking committee.
- A cleaner must be organised ahead of the booking and after the booking to make sure cleanliness is managed accordingly
- Payment (if applicable) must be made 48 hours before accessing the facility.
- Insurances must be up to date.

Included in this pack is a fact sheet and booking form you will need to provide to those requiring to book your space/facilities.



Upper Lachlan Shire Council COVID-19 Community Hall and Booking Process - User Process

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BOOKING FORM AND FACT SHEET

Thank you for enquiring to make a booking. Council manage this space and have asked that we share this fact sheet along with key information you will need to provide ahead of utilising the facilities.

All bookings must be **emailed** through to the 355 committee organiser and a copy will be sent to Council for record management.

Please find included

- **Fact Sheet of what is expected when you utilise this space**
- **Booking / Payment form**

Liability / Damages

Upper Lachlan Shire Council do not accept any liability for damage, loss or injury to any member of your party or possessions. Guests agree to not make any claim against the facility/ management for any damage or loss to their goods or valuables, regardless of how or where the loss or damage occurred.

A bond may be requested to be paid for use of the space. This is at the discretion of Council / Committee for use of the facility



FACT SHEET

Wellbeing of users / visitors

- If you or someone attending has been unwell please ensure you/they do not attend.
- Provide volunteers and visitors with information on COVID-19, including when/where to get tested, physical distancing and cleaning protocols.
- Display conditions of entry (website, social media, venue entry).
- Contact attendees prior to arrival that they understand the above conditions of use before entering the premises.

Physical Distancing

- It is recommended to keep 1.5 metre distancing for safety.
- Consider displaying signage with arrows to direct the flow of visitors/traffic control

Hygiene and Cleaning

- When entering the venue check the space has been cleaned. If it hasn't contact the venue/facility manager you have booked with.
- Adopt good hygiene practices.
- Ensure you have sanitizer and disinfectant wipes/spray available.
- Ensure bathrooms are well stocked with hand soap and paper towels.
- Encourage users / visitors to bring their own personal hygiene equipment.
- Clean frequently used areas during use. Clean before and after use with detergent / disinfectant and allow for sufficient time between bookings to ensure this occurs.
- Use disinfectant solutions with an appropriate strength and use in accordance with the manufacturer's instructions.
- Ask users/visitors to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Booking Form

Please email council@upperlachlan.nsw.gov.au and the facilities booker (355 committee member) the below information.

Booking / Supplier request Form – Contact Information

Contact/Authorisers Full Name	
Organisation / Committee	
Phone number	
Email	
Facility	
Date of use	
Time	
How many are attending* <small>Note this must adhere to density limits</small>	

Authorisation Details

I have read the above, and accept the detailed requirements outlined by the facility and Upper Lachlan Shire Council.

Authorisers Full Name

Authorising Signature

Date

Keys (if applicable)

I accept to return keys by the end of the booking, I note if keys are lost a replacement payment fee will be charged.

Authorisers Full Name

Authorising Signature

Date

SUPPLIER REQUEST FOR PAYMENT
HIRE OF COUNCIL FACILITY (HALL/COMMUNITY SPACE)

Please provide details for an invoice to be raised

Section 1 – Contact Information

ORGANISATION / COMMITTEE

ADDRESS:

STATE: POSTCODE:

EMAIL:
PHONE:

Section 2 – Payment Details (if a credit / refund needs to occur these details will need to be obtained)

ACCOUNT NAME:
ACCOUNT NUMBER: BSB:
ABN:

Section 3 – Authorisation Details

This section needs to be completed by persons who have authority for approving payments.

AUTHORISERS NAME	AUTHORISING SIGNATURE	DATE
<input style="width: 230px; height: 25px;" type="text"/>	<input style="width: 270px; height: 25px;" type="text"/>	<input style="width: 140px; height: 25px; text-align: center;" type="text" value="/ /"/>

Office Use

INVOICE SENT / DATE	PAYMENT RECEIVED / DATE
<input style="width: 230px; height: 25px;" type="text"/>	<input style="width: 300px; height: 25px;" type="text"/>

INSPECTION OF VENUE COMPLETED TO SATISFACTION – DATE AND SIGNATURE OF STAFF/COMMITTEE

<input style="width: 230px; height: 25px;" type="text"/>	<input style="width: 300px; height: 25px;" type="text"/>
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