



Community Facilities Booking Form

COVID-19 Planning

Baw Baw Shire Council is committed to doing everything reasonably possible to prevent the spread of the Covid-19 virus and as such requires hirers who wish to make bookings at a Council community facility to do the same.

Careful consideration must be given to the planning, identifying the risks that may be present as part of your booking and the hirers capacity to implement appropriate prevention and control measures to provide a safe environment for those attending.

This plan is a tool to help you with planning and managing your booking in accordance with current guidelines, rules and restrictions. It must be completed by the hirer and returned to booking officer for assessment and approval before your booking will be confirmed.

Your plan for your booking is a working document and hirers should review it continuously to adapt to changing situations. Hirers are required to implement the identified / applicable measures and notify Council if they are unable to do so.

All hirers, users, contractors, incorporated groups and users operating out of a Council community facility must provide their COVID-Safe Plan to Council in addition to this document <https://www.coronavirus.vic.gov.au/covidsafe-plan>

All hirers, users and user groups attending Council community facility will need to confirm that their current insurance policy includes coverage for the activity or service to recommence within a declared pandemic environment. Please be aware that some insurance policies may not provide coverage during a pandemic, and some insurers may have made changes to policies from the beginning of the new financial year.

Regularly review current health advice and restrictions on the DHHS website: <https://www.dhhs.vic.gov.au/coronavirus>.

If you have questions, you can contact the committee booking officer on;
Email Phone

Baw Baw Shire Community Asset Committee

Management of this important community facility has been vested in the committee appointed by the Baw Baw Shire Council. Before lodging the 'Application for Hire' with the booking officer, it is important that you read and understand all 'Conditions of Hire' and appropriate hire charges.

Privacy

The personal information requested on this form is being collected to enable council committees to consider the application. The committee will use this information for this purpose, or one directly related and may disclose this information as required by law in accordance with the Privacy and Data Protection Act 2014. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436.



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Booking Details – Application for Casual Hire

Organisation:	
Contact Person:	
Contact Number:	
Email:	
Postal Address:	

Event name and description		Is this activity permitted to proceed under the current COVID-19 government restrictions for public gatherings?
Event location		
Proposed event date and times		
Number of participants and/or spectators	Participants: Spectators (if applicable):	Is the maximum number allowable under the current government restrictions?



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Does your organisation or group have Public Liability Insurance of \$10 million or more? Includes coverage during a declared pandemic environment. (Please attach a copy of your 'Certificate of Currency')

Yes No

If you do not have Public Liability Insurance, do you wish to apply for Council's "one off" Public Liability Insurance for the duration of the function?

Yes No

Council's "one-off" policy cost is \$20.00 and is subject to conditions and exclusions. Please allow 10 working days for the policy to be approved. Ask your Booking Officer for information on this policy.

Does your organisation or group have a COVID-Safe Plan? (This is mandatory for all booking, please attach a copy)

Yes No

Will alcohol be sold or consumed at your function?

Yes No

If alcohol is being sold, a permit is required as follows:

If the premises is already licensed contact; Liquor Licensing Inspector, Warragul Police If the premises is unlicensed you will need to apply to to the Victorian Commission for Gambling and Liquor. See hire conditions for more information.

If alcohol will be consumed but not sold during a booking a permit will be required if the booking is after 11:00pm. A permit is not required before 11:00pm. See hire conditions for more information.

By signing and submitting this form the hirer acknowledges and agrees that they are aware the service of alcohol may increase the risk of damage to the hall and that the hirer will hereby take full responsibility for rectification of any such damage which may occur both inside and outside the Hall.

Will food be sold at your function?

Yes No

A permit is required if food is prepared for sale, call Council's Public Health Unit on 5624 2519. Any catering company used or contracted must have a current Food Act Registration.

Will live or recorded music be played for public performance, broadcast or communication at your function?

Yes No

If 'Yes', a licence maybe required for your function. To find out more contact Australasian Performing Rights Association/ Australasian Mechanical Copyright Owners Society on 1300 852 388.



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Cleaning and waste removal after the function includes (Committee to tick options available);

Professional cleaning and waste removal is built into the hire cost at this facility. You are still responsible for leaving the facility in a clean and tidy condition after your event.

Professional cleaning and waste removal is an additional mandatory cost at this facility. You are still responsible for leaving the facility in a clean and tidy condition after your event.

All cleaning and waste removal at this facility is the hirer's responsibility.

Is a large temporary structure to be erected at your function?

Yes No

Are you seeking permission for an open fire at your function?

Yes No

If 'Yes' a permit may be required, please contact your local Country Fire Authority.

Are you seeking permission for animals indoors at your function?

Yes No

If 'Yes' please contact Council's Occupational Health and Safety Coordinator on 5624 2496. It is expected that event organisers will ensure all respective licenses and competencies are held by all users of plant

If you have said 'Yes' to several of the above questions, please contact Council's Event Coordinator on 5624 2539 to clarify if your function is classified as an event.



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Declaration

I acknowledge that:

I have read and understood the Conditions of Hire;

Where the Hirer is a Company or Incorporated Association, I am authorised by the Hirer to complete this Application Form on the hirer's behalf; and

I am personally responsible for ensuring that the Hirer complies with the Conditions of Hire and if the Hirer breaches any of the Conditions of Hire, I will be personally responsible for any such breaches, including any damage to the Hired Area.

I request that:

The Hired Area is hired to the Hirer on the terms contained in the Condition of Hire and Application Form.

Applicant's Name

Applicant's Signature

Date

Cost For Hire (Booking Officer to Complete)

Cost of hire (Includes GST)

Casual Hirers Liability Insurance (If required)

Cleaning Fee (If required)

Equipment Hire (If required)

Total (\$)

Financial Record (Committee/Office Use Only)

Payment Received

Cost of Hire

Receipt Number

Casual Hirer's Insurance

Receipt Number

Bond

Receipt Number

Bond Returned



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Pre-Booking Checklist

Measure to be considered and/or implemented	Has this been implemented? Will you be able to implement these measures before and/or on the booking day?	Provide further details on consultation and collaboration mechanisms. How will you implement this measure before and/or on the booking day?
Can the event be moved wholly or partially online?		
Can you hold the event outdoors instead of indoors?		
Can you limit and reduce the number of attendees?		
Can you reduce the duration of the event?		
Develop a Covid Safe Plan specifically for your event, which should include prevention and control measures, medical response plan, how Government restrictions and guidelines (incl. ability to contact trace) will be met		
Do you have a list of required PPE and other medical consumables and will you be able to purchase those prior to the event?		
Have you established a clearly marked one way, separate entry and exit points where possible?		
Other considerations? (Please list in rows below if required)		



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Booking Operations

Measure to be considered and/or implemented	Will you be able to implement these measures on the booking day?	How will you implement this measure on the booking day? If No, please provide details why.
Ensure the venue is cleaned and disinfected regularly and thoroughly by hirer and staff/volunteers if applicable.		
Display Covid-19 health promotional posters and signage prominently at the event venue: Maximum number of people permitted in a space, e.g. toilets, registration areas, canteen Social distancing Hand hygiene practices Cough etiquette Do not enter if you are feeling unwell or have any of the Covid-19 symptoms Use of face mask if you cannot social distance / if mandatory		
Make available sufficient amount of hand sanitiser		
Ensure bathrooms have soap and are maintained regularly		
Bathrooms are cleaned before and after the event		
High touch areas are cleaned regularly during the use of the		



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space i.e. door handles, light switches etc.		
Hirer to monitor patron behaviour (including breaches of restrictions) and intervene if corrective behaviour is required		
Record of attendance is kept to ensure contact tracing – all patrons must sign in and provide name, phone number, place of residence, arrival time, feeling unwell check, recommend use of CovidSafe App		
Shared or communal equipment is cleaned and sanitised after each use		
Provide adequate waste removal		
If seats and tables are used in the space, ensure they meet the social distancing requirements and attendees do not move seats.		
Other considerations?		



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Post Booking

Measure to be considered and/or implemented	Has this been implemented? Will you be able to implement these measures before and/or on the Booking day?	Provide further details on consultation and collaboration mechanisms. How will you implement this measure?
If participants/guests or the hirer develop symptoms during the booking, the hirer should liaise with State and local health authorities and facilitate sharing of information		
If participants/guests or the hirer develop symptoms after the event, they should be advised to contact their public health authority, booking officer, DHHS and Worksafe is applicable about their potential exposure.		
Hirers and health authorities should liaise to ensure that systems are in place to detect cases arising in the local population as a consequence of the event, e.g. having an attendance record to enable contact tracing.		
Other considerations?		



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Cleaning

It is the users, hirers responsibility to clean the community facility they are using, including amenities, toilets to DHHS COVID-19 standard, both before and after use.

This means users, hirers must clean prior to any activity and after any activity. Information on cleaning to the DHHS COVID-19 standard can be found here:

<https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#cleaning-and-disinfection>

Should a hirer not wish to undertake the cleaning following a use taking place, a cleaner can be provided at an additional cost to undertake the required DHHS cleaning required. Please contact the booking officer for more information if you would like to book a cleaner to provide the cleaning for your use.

Toilet Facilities

If a community facility includes the use of toilet facilities within the venue the hirer, user will be responsible for the cleaning of the toilets to the COVID-19 standard, Details of this cleaning standard for non-healthcare settings can be found at:

<https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#cleaning-and-disinfection>

Suggested Cleaning Solutions for Equipment

- All hard surfaces tables, benches, door handles, light switches, and other possible high touch areas etc are to be cleaned by a two-part clean.
 - Spray and wipe cleaner using warm/hot water and chux cloth
 - Anti-bacterial alcohol wipe and allowed to drop before items are packed up.
- Chairs and soft furnishing – as these cannot have the same cleaning regime applied (as chemicals will damage the fabric) please follow this regime:
 - The metal frame can be cleaned carefully as per the hard surfaces or using an alcohol wipe, ensuring that no chemicals are applied to the fabric area.
 - The fabric chairs will then be sprayed with glen 20 or antibacterial spray.
- AV equipment such as the projector control remotes, heater/air conditioner remotes, etc.
 - Equipment to be cleaned alcohol wipe
 - DO NOT spray aerosols (eg glen 20) directly on electrical equipment.



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Departing Covid Cleaning Checklist

Please complete this checklist in addition to the hall cleaning checklist and provide a copy once your booking has taken place. This completed form is required prior to the inspection of the venue and bond being returned.

Date: / /

Cleaned by:

Hard Surfaces

- Tables
- Bins
- Light switches
- Entry and exit doors
- Any other used door handles including toilets
- Curtain cords (if applicable)
- Kitchen appliances, taps, dishwasher, fridge etc.
- Bathroom doors, sinks, handles, taps etc

Soft Furnishing

- Chairs

Possible AV

- Whiteboard frame, markers and eraser
- Air conditioner / heater control
- Data projector control (if applicable)
- Security panel and key safe



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Hall Committee and Hirer Covid-19 Help Sheet

Keep informed	Please ensure you keep up to date with Government advice and update checklist as required: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert	On-going
Covid Safe Plan	All third party operators, contractors, incorporated groups and users operating out of a Council community facility must provide their COVID-Safe Plan to Council https://www.coronavirus.vic.gov.au/covidsafe-plan	On-going
Community Service Restrictions	The current restrictions for community services which community halls fall under can be found here: https://www.coronavirus.vic.gov.au/community-services-third-step Please ensure you have read and understood this. Please check in for any changes and contact us if you are unsure.	On-going
Attendance Register	Under the current restrictions you are required to keep a register of who has attended the community facility and provide this on request. Information and templates for record keeping can be found here: https://www.dhhs.vic.gov.au/record-keeping-contact-tracing-covid-19	On-going
Regular Cleaning – High Touch Areas	Information on cleaning and sanitation can be found here: https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#cleaning-and-disinfection Regular users and hirers using the community facilities should do this before and after use. If they are using any equipment this will also need to have a cleaning plan in place.	Before and after use
Hand Hygiene	Provide hand soap in bathrooms and kitchen. Provide hand sanitizer at hall entry point and encourage people to apply before entering and as they exit. https://www.coronavirus.vic.gov.au/signs-posters-and-templates	On-going



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Restricted Numbers	Visitors to public spaces are not to exceed Victorian government direction at any time. Information on the current government restrictions can be found here: https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19	On-going
Social Distancing	Maintain physical distancing, keep at least 1.5 metres away from others, more information and posters can be found here: https://www.dhhs.vic.gov.au/four-square-metre-rule-covid-19	Always
Face Masks	Everyone attending a Council community facility is to wear a face mask unless an exemption applies. Provide face mask and adequate Personal Protective Equipment (PPE) to attendees if they do not have their own. https://www.dhhs.vic.gov.au/face-masks-vic-covid-19	
Stay Home	If you are unwell, please do your bit and stay home to prevent the spread.	Always
Other Resources	All in one poster Protecting you from Coronavirus poster	

Contact us

We're here to help! For more information please contact the booking officer on;
Phone or Email