



33 Station Rd
Post Office Box 176
Foster, Victoria, 3960
Telephone: (03) 5682 1101
Email: office@mgch.org.au
www.mannagumcommunityhouse.org.au

ABN 46 633 550 717

Venue Hire Agreement 2021

I, _____, agree to abide by the below conditions of hire at the Manna Gum Community House Inc (MGCH). This agreement sets out clearly the responsibilities and conditions of hire.

Payment Arrangements:

Cost: _____

Venue: _____

Date and time: _____

Payment is required prior to the event and an invoice will be provided via email.

Keys

Entry to the building outside of opening hours is via a coded lockbox at the front entrance. The key must be returned to the lockbox on departure.

Equipment

Additional chairs are stored in the foyer cupboard (total of 50).

Co-operative use of the Centre's facilities

1. Tea, coffee, sugar and milk in the kitchen are available for use. A 50c donation towards costs is appreciated.
2. Computers or other ICT equipment must not be used unless authorised.
3. Co-operate in sharing the kitchen and toilet facilities with other classes or groups who may be using the centre at the same time.
4. MGCH is unable to provide storage for class materials and cannot take responsibility for any belongings left behind in the venue.

On departure

1. If furniture has been moved, please replace into the original position.
2. Inspect all rooms used and ensure they are cleaned and left tidy
3. Clean whiteboard
4. Turn off heaters
5. Close and lock all windows
6. Close any blinds



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7. Turn off all lights
8. Lock the rooms and set the automatic door in the front entrance to LOCK
9. Clean the kitchen, including dirty dishes, and put all rubbish away in bins

Main Conditions of Hire

1. Follow all COVIDSafe procedures as described in the current Manna Gum Community House COVIDSafe plan and the additional COVID-19 Requirements attached to this Agreement.
2. The Manager will charge for any theft or damages towards equipment, or extra cleaning if necessary.
3. A \$100 deposit is required for Hall bookings for events.
4. In the event of a break-in or other crime occurring please contact the police if possible, and inform the Manager on the mobile – 0439 872 883

Name of Hirer / group representative: _____

Contact details: _____

Hirer's signature: _____

Date: _____

MGCH representative _____ **(Manager)**

COVID-19 Requirements

The Coronavirus COVID-19 has meant that we have to take extra precautions to ensure our venue is accessible for community use. As a Hirer of a MGCH space there are additional requirements you will need to do to make sure the venue is safe and ready for the next group to use.

You must agree to follow the physical distancing rules and instructions listed below in addition to the standard Hire Agreement. A COVID Check-In Marshal is required for all groups hiring the venue outside of MGCH office hours. The Marshal is responsible for requesting that each person who enters the premises checks in on arrival and shows evidence of their vaccination status if required by current public health orders.

I agree to:

Physical distancing:

- Ensure the maximum safe capacity is not exceeded – this is noted on the posters and refers to how many people can be in the individual space at any one time.
- Ensure if tables and chairs are being used that they are placed in a way that complies with physical distancing requirements.

Handwashing and hygiene:

- Wash hands with soap and water regularly.
- Sanitise regularly where soap and water are not available.
- Ensure your guests use the soap and paper towel provided.
- Ensure posters with instructions on how to correctly wash hands or use sanitiser remain displayed in the toilets.
- Instruct your guests on other ways to limit the spread of germs, including by not touching their face, sneezing and coughing into their elbow, and staying home if feeling sick.
- Remind your guests to limit contact with others: no shaking hands, hugging or touching objects unless necessary.

Cleaning:

- Ensure any areas used are cleaned and disinfected after each use with appropriate products (which have been supplied by MGCH); this includes things like door handles, bench tops, light switches, equipment, tables and chairs and other high touch points.
- Ensure the person cleaning the area wears gloves when cleaning and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.



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- If the venue's crockery and cutlery is used, please ensure all is washed thoroughly in hot soapy water and dried.
- Ensure that the cleaning sheet found on the wall in each space is signed and dated to confirm a clean has been done.

Contact Tracing:

- Keep a record (including name and phone number) of all persons attending.
- Providing contact tracing information to Department of Health and Human Services and or Victoria Police should it be requested.
- MGCH providing my contact details to Department of Health and Human Services and or Victoria Police should this information be requested in relation to contact tracing.

General:

- Advising all attending to stay home should they be sick or go home if they become unwell, display any symptoms of COVID-19, or have been to or in contact with anyone returning from a known COVID-19 hotspot or returning from Interstate or Overseas Travel
- Follow any additional requirements as advised by MGCH staff.