

**NOTE:** All hirers are required to provide a Covid Safety Plan prior to hire. The conditions of hire have been amended to comply with recommendations from legislative authorities in relation to the management of risk associated with Covid-19 and to ensure the safety of staff and visitors to the facilities. Any breach of these requirements will result in immediate cancellation of bookings.

## CONDITIONS OF USE

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These facilities are owned by Central Coast Council and managed, under lease, by Gosford Regional Community Services (GRCS). In addition to the annual lease fee payable to Council, GRCS is responsible for all costs associated with cleaning, utility charges, security, water, sewerage and drainage, council rates, electricity, phone and internet and general maintenance of the building and grounds. GRCS is also responsible for the purchase and maintenance of all furniture, fittings, appliances and equipment.

This information is provided for all hirers, both permanent and casual, to ensure all parties are aware of their obligations and to assist in the maintenance of these community owned assets.

## CLEANING AND REMOVAL OF RUBBISH

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As requirement are subject to change a schedule of cleaning requirements will be provided to hirers at the commencement of hire. Hirers will be required to sign off the cleaning schedule at the end of each day's hire.

## COVID-19 SAFETY PLAN

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COVID-19 Safety Plans help to protect staff, customers and visitors. GRCS has a copy of our Safety Plan on display at both venues. All hires are required to provide a copy of their Covid-19 Safety plan, as relevant to their activity. This plan must specifically address the following:

- Provision of hand sanitiser
- Compliance with current Public Health orders in relation to attendance checks. This includes denying access to anyone:
  - who is displaying symptoms of Covid-19;
  - who is a close contact of someone who has been diagnosed with Covid-19,
  - who is awaiting test results for Covid-19, and
  - any other requirement as notified by authorities.
- Recording of names and contact details, including how they will be stored and who will have access.
- Maintenance of social distancing, ensuring maximum numbers are not exceeded, and excluding visitors who are not signed in.
- Cleaning requirements specific to their activity. In addition to the Cleaning schedule provided at the time of hire.
- NOTE: For Wyoming Community Centre hirers a copy of the attendance sheet is to be provided to GRCS at the end of each hire where it will be stored securely and destroyed after 28 days. This can be emailed to [Jules@gosfordcommunity.org.au](mailto:Jules@gosfordcommunity.org.au)

Examples of plans can be found here: <https://www.nsw.gov.au/covid-19/covid-safe-businesses>

## INSURANCE

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Hirers are required to provide evidence on request of Public Liability Insurance to the value of \$20,000,000.00. This requirement may be waived for individuals booking the facilities for family functions or in the case of small non-incorporated groups. The decision to waive the requirement for Public Liability rests with the CEO of Gosford Regional Community Services Inc.

## FLOORS, FURNITURE AND EQUIPMENT

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Tables, chairs and other furniture must not be dragged across the floors. Repair costs caused by dragging furniture will be recovered from the user. Concertina doors must be used with care. Please ensure there is a clear path before moving to avoid damage to the floor surface. Do not force opening or closing. Chairs and tables are to be returned to their correct storage location. Chairs must be stacked securely on trolleys with a maximum of 15 per trolley.

## KITCHEN (IF USED)

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No unaccompanied children are to be allowed in kitchens and under no circumstances are children allowed to access the urn, cooktop, stove or microwave. The fridge is provided for use by all Centre hirers. No food is to be left in the fridge or freezer. Any items not removed will be thrown out. Please do not use foil on the stove trays as it causes damage to the surface. Baking paper may be used. Ensure any food cooked in the microwave is covered. After use wipe clean with a damp cloth and, if necessary, place the turntable platter in the dishwasher.

### **SAFETY NOTE:**

Point Clare: The kitchen has a wall-mounted urn with a timer to save electricity. This timer must not be adjusted.

Wyoming: An automatic hot water tap is in the kitchen. This tap has no temperature control. Urns are provided in the kitchen but these are used at hirers own risk. Carrying urns full of hot water is not recommended. If used, urns must be emptied and left upside down on sink to dry.

## KEYS, SECURITY, LIGHTS and AIR CONDITIONING

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All lights and air-conditioning units are to be turned off at the end of the hire. All doors, including screen doors, must be locked and checked. Keys must be kept secure at all times and are not to be identified in any way. The alarm code must not be kept with the key nor identified in any way. The security alarm must be set on departure. All gates to be locked where there is a key or otherwise fully closed.

## RETURN OF BOND - SURCHARGES

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Your bond will be refunded in full within 7 days of hire if all hire conditions are met, there is no loss or damage to the facility and all fees have been paid. The key must be returned within one working day of hire. If applicable, the following costs will be deducted from the bond (if casual hire) or invoiced in the case of permanent hire.

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| • Air-conditioning or lights left on at end of hire | \$100.00 |
| • Security call out fee                             | \$100.00 |
| • Repack furniture if not stored correctly          | \$ 50.00 |
| • Excess cleaning, minimum 2 hours @ \$35 per hour  | \$ 70.00 |
| • Lost key  | \$200.00 |

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*Thank you for your cooperation.*

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