



**RETURN TO HIRE AGREEMENT  
FOR USE OF COUNCIL HALLS & COMMUNITY CENTRES**

**ESSENTIAL CHECKLIST**

**Complete and return to Council with your Covid19 Plan documentation**

On behalf of \_\_\_\_\_ (Organisation/Name)

I acknowledge the following conditions are the responsibility of the hirer and all associated (organisation, staff, volunteers and participants):

- It is the hirer's responsibility to ensure they remain informed and up to date on all COVID-19 advice and restrictions as issued from federal and state government
- It is the hirer's responsibility to ensure that all conditions relating to COVID-19 and the Public Health Order 2020 are adhered to whilst using the facility; social distancing, sanitisation, capacity limits etc.
- It is the hirer's responsibility to ensure they are conducting their activities in accordance with their industry specific guidelines and/or their COVID-19 risk management plans/risk assessments at all times

We have provided Council with the necessary documentation for our organisation to return to Council facilities as noted below:

- Current Certificate of insurance
- COVID19 Safety Plan specific to my activity within the hired council facility

Facility Hired: \_\_\_\_\_

Requested date of return to hire agreement (Please advise Council if adjustments to bookings are required) : \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Club/Organisation: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_