

**ADDENDUM TO CONDITIONS OF HIRE
PRESBYTERIAN CHURCH OF QUEENSLAND
PROPERTY HIRE AGREEMENT
REQUIRED DOCUMENTATION CHECKLIST**



| | | |
|---------------------------|-------------|-----------|
| Location | | |
| Area of Hire | | e.g. Hall |
| Size of room hired | | |
| Date of Hire | | |
| Times of Hire | From | To |
| Booking Activity | | |
| Hirers Name | | |

| | |
|---|-------------------------------|
| The Presbyterian Church of Queensland (PCQ) confirms: | |
| <ul style="list-style-type: none"> Facilities and equipment are fully functioning and operational, including toilets and handwashing stations. | Valid as at Day/Month/2020 |
| <ul style="list-style-type: none"> Required cleaning regime performed. | |
| <ul style="list-style-type: none"> Appropriate signs and posters in place. | |

The Hirer must document all the steps taken to comply with Government COVID-19 requirements and have this available for inspection by the Church.

This documentation is to include confirmation of the following steps:

- The hired area as detailed above provides sufficient space for the anticipated numbers attending the hirers activity. (4 sq. m rule and 1.5m min spacing). Allowance has been made if the maximum anticipated number attends and this will not exceed Government mandated allowance.
- Attendees have been checked for and questioned about:
 - Exhibiting any COVID-19 symptoms or any other illness.
 - Having been in contact within the past 14 days with a person having or suspected of having COVID-19.
 - Having returned from overseas in the past 14 days or being in contact with such a person.
- Required cleaning regime performed to QLD Health Requirements. This covers all of the hirers equipment that is stores at the PCQ facility and any PCQ equipment that the hirer may have used.
- Hand washing and/or hand sanitiser provided.
- All hirers must keep a record of all participants attending the venue as part of their booking activity. Hirers do not need to provide the record of participants to the Presbyterian Church of Queensland. However, the information must be available if requested by Public Health Officials should there be a confirmed case of COVID-19 at the hired facility.
- Any food or beverages provided is done so in accordance with Government Health Regulations.
- The Church has been contacted if any person attending an event tests positive to COVID-19 up to two weeks after attending the event.

