



REGULATIONS FOR HIRERS

RED LEVEL OF COVID PROTECTION FRAMEWORK

In order to prepare for your upcoming booking, we have put together the following guidelines for hirers. As the named hirer, it falls to you to be responsible for ensuring that all Government Regulations, Health Orders or other requirements are met at all times that yourself and your attendees are on site:

- Please ensure that everyone coming on site scans in using the QR code or uses one of the slips of paper on the front desk to record being on site.
- In order for your event / gathering of more than 10 people to go ahead, you will need to require all attendees (unless medically exempt or under the age of 12) to be fully vaccinated. We recommend that you use a COVID Vaccination passport verification process to do this. You can download the app by searching for: "NZ Pass Verifier" on your mobile. This is totally free and enables you to check the name and date of birth of the person which you can then double check against their ID.
- Food and drink must be served to seated people, no buffet style food or drinks.
- Have a list of attendees and only allow those people to attend.
- Please encourage everyone coming on site to sanitise their hands or wash them thoroughly.
- No-one should be on site if they have any symptoms of COVID-19. Please encourage everyone to follow good practice and cough and sneeze into their elbow.
- No-one should be on site if they are self isolating, are a close contact awaiting a test result or have otherwise been asked to stay home until cleared by a medical professional.
- There is a capacity limit of 100 people on site for any event / gathering / function taking place inside or outside. This limit applies to all people in the building, regardless of which room(s) you are using.

- Please open doors and windows to facilitate the best possible airflow through the building. Air conditioning units are available in all rooms and should be used if for some reason you cannot open doors.
- You will be required to use the supplied disinfectant spray (or your own similar strength product) to clean all touch surfaces before you leave. This includes bathrooms, kitchen, tables and chairs, light switches and door handles.
- Face coverings are encouraged.
- Make sure you are familiar with the most up to date and relevant information about the rules in place and follow these.

To keep all hirers safe at the “red” level we have introduced the following controls:

- Only one group / event / activity / function will be using the Centre at a time so that no groups are sharing any spaces.
- We will leave 1 hour between bookings to ensure there is at least a clear 30 minute window between groups. Please help us keep this by finishing on time and leaving the building promptly and not arriving before your allotted booking time.
- During office hours (Monday to Friday 9am to 2pm) the Centre is considered a “Public Facility” and mask wearing is mandatory. Outside of these hours, hirers are responsible for managing the event / gathering and will need to follow the applicable rules about mask wearing and social distancing.
- There are spray bottles of disinfectant in each room and hand sanitiser is available in all rooms, including bathrooms and at the main entry and exit points to the building. If you need more of either of these then they are stored in the cleaning cupboard. Please note the disinfectant is diluted at a 1:7 ratio with water.

If you have any questions at all about keeping safe and the requirements for using our venue then please do get in touch. You can reach us on 09 443 0231 during office hours or call Rachael (Centre Manager) on 0204 129 7353 after hours. Thank you for helping us all keep safe.