

Mosman Art Gallery and Community Centre Venue Hire Frequently Asked Questions incorporating COVID-19 Safety Guidelines as of 19 January 2021

Please note NSW Government Public Health Orders are subject to change. For the most up to date information, please check:

<https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules>

How do I make a booking?

- Contact the Centre by phone on 02 9978 4178, e-mail gallery@mosman.nsw.gov.au or in person, to check availability.
- Read the Mosman Art Gallery and Community Centre Venue Hire and Procedures, and relevant NSW Government Public Health Orders / COVID-19 Safety Plans.
- Complete the online Venue Hire Application Form for Mosman Art Gallery and Community Centre.
- Council staff will contact you and will forward a confirmation and estimate for your booking if it is accepted. Additional documents may be required.

Can I make changes to my venue booking?

- Contact the Centre and staff will advise if it is possible to adjust the booking, and may revise the confirmation and estimate if required.

What is my responsibility when my booking is accepted?

- All hirers must agree to abide to the conditions set out in the Mosman Art Gallery and Community Centre Information and Procedures and NSW Government Public Health Orders / COVID-19 Safety Plans applicable to their booking.
- Hirers are responsible and advised to complete any relevant COVID-19 Safety Plans for their activities, as part of the booking procedure.
- Please keep yourself informed of the relevant Public Health Order in place at the time of you booking, for example, wedding ceremonies and receptions are subject to COVID-19 Safety Plans.

How many people can I have for my booking?

Please note in accordance with COVID-19 restrictions all room capacities need to be adhered to:

- Mingling and close contact between groups and individuals is not permitted.
- Staff reserve the right to monitor that correct physical distancing is being adhered to by hirers or the booking may be cancelled.
- The COVID-19 safe maximum capacities per 1.5 metres physical distancing requirements are:
 - Grand Hall: 60 people
 - Melody Room: 14 people
 - Harmony Room: 7 people
 - Gallery Level 1: 34 people (variable due to exhibition)
 - Gallery Level 2: 34 people (variable due to exhibition)
 - Foyer reception area: 21 people
 - Ground Floor Kitchen: 3 people

Are masks required to be worn?

- Masks should be worn by all visitors when traversing through public areas in the building and when practical to do so whilst attending a venue activity or booking.

Are there regular hygiene and cleaning practices conducted?

- Hand sanitisers and COVID-19 safety signs are placed at key points throughout the building. Regular cleaning of tables and equipment is carried out day and evening.

How can I cancel or transfer a booking to an alternative date?

- Contact the Centre and advise staff as soon possible.

Can I supply equipment or furniture for outside suppliers for my booking?

- Yes, by arrangement with Centre staff.

Can I provide catering for my booking?

- Yes, provided that you agree to the following:
 - NSW Government Public Health Orders / COVID-19 Safety Plans for community centres and halls, and restaurants and cafes state that no self-serve buffets or communal snack bars or condiments are permitted.
 - If food is provided, or share-style, one person, or the caterer or wait staff must be allocated to serve food and practise hand hygiene before and after service.
 - Individual packaged food may be provided for events.
 - Catered events must be seated and not self-service or shared platters.
 - Food may be delivered and served as individual portions by catering staff, and may be prepared from a commercial kitchen.
 - Monitoring of safe food handling practices and hygiene should occur before, during and following the service.

How can I provide alcohol for my booking?

- Alcohol can only be consumed by seated customers.
- Alcohol can be consumed but not sold on the premises.
- No person under the age of 18 years shall be served alcohol or allowed to consume alcohol
- The hirer shall be responsible for the good conduct of those attending your event.

How do I record contact details of the people attending my booking?

- We are required to use a QR code supplied by NSW Health to record all attendance in the building. All attendees must register using their phone. Anyone visiting without a mobile phone, should ask staff to assist them in the registration process, or be asked to leave if they decline to register.
- We require all venue hirers to check that their patrons have registered using their phones before attending their activity or function.

Please be aware that all NSW Public Health Orders may be subject to change at short notice.