



Ranfurly Court  
Private Bag 1004  
KAWERAU 3169  
Phone: (07) 306 9009  
Email: [kaweraudc@kaweraudc.govt.nz](mailto:kaweraudc@kaweraudc.govt.nz)  
Website: [www.kaweraudc.govt.nz](http://www.kaweraudc.govt.nz)

## **COVID-19 Protection Framework (CPF)**

### **Kawerau District Council**

### **Venue Hire Agreement**

It is the hirer's responsibility to ensure that all current CPF and Kawerau District Council guidelines are adhered to at the time of their booking, please go to:

[The traffic light system | Unite against COVID-19 \(covid19.govt.nz\)](#)

Failure to comply with the requirements may result in the hirer being reported for a breach of the guidelines and restricted from hiring any Kawerau District Council venue in the future.

Kawerau District Council **strongly** encourages the use of the My Vaccine Pass for all bookings. For more information, please go to:

<https://covid19.govt.nz/covid-19-vaccines/covid-19-vaccination-certificates/my-vaccine-pass/>

### **Events & Gatherings**

Go to <https://www.business.govt.nz/covid-19/covid-19-protection-framework/events/> for current guidelines on events and gatherings.

Venue hire that do not meet event criteria are considered a gathering (e.g. tangihanga, weddings, place of worship).

### **KDC Venues Maximum Capacity for Events**

In order to ensure one metre distancing is met in Council venues, the following capacities apply for events.

MVP = **My Vaccine Pass** is required for all attendees and it is the hirer's responsibility to check attendees for a valid vaccine pass

NVP = **No Vaccine Pass** is required, therefore capacity restrictions apply to observe physical distancing and health advisories

Venue	Red			Orange			Green		
	Gathering	EVENTS		Gathering	EVENTS		Gathering	EVENTS	
		MVP	NVP		MVP	NVP		MVP	NVP
Town Hall	25	100	0	50	100	0	100	520	100
Ron Hardie Rec Centre	25	100	0	50	100	0	100	360	100
Concert Chambers	25	100	0	50	100	0	100	250	100
Bert Hamilton Hall	25	30	0	25	45	0	60	60	60
<a href="#">Maurie Kjar Memorial Swimming Pool Complex PUBLIC HOURS</a>									
<a href="#">Maurie Kjar Memorial Swimming Pool Complex (Private Hire Only)</a>	0	100	0	0	100	0	100	200	100
Firmin Lodge (Casual Booking)	25	100	0	50	100	0	100	200	100
Firmin Lodge* (Accommodation Service)	<b>Standard accommodation capacity of 60</b>								

\*Firmin Lodge for accommodation purposes is classified as an accommodation service, go to: <https://www.business.govt.nz/covid-19/covid-19-protection-framework/accommodation-services/>

### **Contact Tracing**

Hirers and their guests are required to record their time at the venue, either by using the COVID Tracer App on display at each venue or by completing a manual register.

For more information on contact tracing requirements go to <https://covid19.govt.nz/business-work-and-money/business/contact-tracing/>

## **Masks/face Coverings**

The hirer is responsible for observing guidelines for wearing face coverings, please go to:

<https://covid19.govt.nz/health-and-wellbeing/protect-yourself-and-others-from-covid-19/wear-a-face-covering/>

## **COVID-19 Signage**

COVID-19 signage is displayed throughout the venue. QR codes are displayed at the main entrance and throughout the venue. Signage must not be moved or altered. Damaged/lost signs will incur a replacement fee charged to hirers.

If hirers require additional QR code signs for their booking, these are available to collect from the Council office and must be requested at the time of placing the booking.

## **Cleaning & Hygiene**

Council has supplied limited quantities of sanitiser and disinfectant. Hirers should consider providing additional quantities for the duration of their booking.

Loss or damage caused to Council owned hand sanitiser stations or disinfectant will incur a replacement fee charged to the hirers.

## **Keyholders**

Keyholders must not enter any Council venue at any time unless approved by Council.

Z:\2021\02\AMECD\21.12.03.KDC Covid-19 Venue Hire Agreement\_LB - Final.docx



## **Hirer Statement**

I have read and agree to all of the above.

Print Name: .....

Organisation: .....

Signature: .....

Date: .....