



Submission from
venue@temperancehall.com.au for event:
Courtesy of the Artist

Details of your COVIDSafe public event registration:

I have reviewed the self-assessment tool. My event is categorised as a:	Tier 3 event - low complexity events with 1000 or less attendees per day
Event name	Courtesy of the Artist
Event description	Public screening and Q+A
Number of attendees	69
Event start date	05/03/2021
Event start time (eg 10.30am)	7pm
Key decision date (and reason)	
Event end date	05/03/2021
Event end time (eg 5pm)	9pm
Venue name	Temperance Hall
Street address	199 Napier Street
Suburb	South Melbourne
Postcode	3205
Name of event contact	Anna McDermott
Phone number of event contact	96459937

Email of event contact	venue@temperancehall.com.au
Tell us more about your event	
Is the event mostly held indoors?	Yes
Does the event promote attendees to stand and roam around the venue?	No
Is alcohol served at the event?	No
Is there extensive singing, chanting, cheering or exhaling during the event?	No
Is there close physical interaction between attendees and/or participants where they may not be able to maintain 1.5 metres distance for short periods of time?	No
Is the event held over multiple successive days with different attendees each day?	No
Will the event include participants or attendees from interstate?	No
COVIDSafe Event Checklist: Oversight and Administration	
Check the Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) on legislative requirements and specific restrictions that may apply.	Implemented
Identify key staff or volunteers who are responsible for implementing and reviewing the strategies in this COVIDSafe Event Checklist. This must include identifying staff whose role are to ensure that public health measures, such as physical distancing and general COVIDSafe behaviours are adhered to.	Implemented

Develop processes and materials to ensure that staff and volunteers attending the event are provided education and guidance on physical distancing, good personal hygiene and staying home from work if feeling unwell.	Implemented
When scheduling an event, consider potential for other events in the same local area which may use similar transport options, shared pathways and facilities.	Not applicable
Event organisers must commit to supporting any public health investigations, and support any required actions requested by public health officials.	Implemented
Contingency planning must be documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons.	Implemented
Tickets should be refundable if a ticket holder is unwell.	Implemented
Develop a process to manage an attendee who develops symptoms	Implemented
Attendee contact details must be retained for 28 days after the event, after which, information should be destroyed, unless there is another statutory requirement for retention.	Implemented
COVIDSafe Event Checklist: Spectator management	
Prior to the event, event organisers must communicate the following public health messages to attendees:	Implemented
A reminder of public health measures must be included in the ticketing sales process, visible on the ticket or as an email reminder.	Implemented

During the event, regularly to reinforce public health messages – use broadcast messages, signage, and staff/volunteers to communicate this information with attendees.	Implemented
Where possible establish multiple zones within your event area to limit interaction between groups of attendees. You may consider assigning dedicated facilities for example allocated bathrooms to a specific zone.	Implemented
Ensure seating is clearly labelled to enable seating allocation. Groups who booked tickets together can sit together but they must be spaced at least 1.5m from other groups.	Not applicable
Where seating is not numbered, clearly mark rows and seats that are to be left vacant.	Not applicable
There must be visual cues to facilitate physical distancing, this includes:	Implemented
Use visual cues to facilitate physical distancing:	Implemented
Implement strategies to avoid crowding on public transport and at stops/stations. Where feasible, ensure there are adequate parking options for car-based travel.	Not applicable
Where an event could attract attendees, who do not have a ticket, the organiser must use a gated venue with designated points of entry and exit.	Not applicable
Establish multiple entry and exit points to avoid queuing and ensure smooth attendee flow into the venue. Where multiple entry and exit points cannot be established, encourage staggered entry/ exit to avoid queuing; this could be done as part of pre-event communication.	Implemented

Implement strategies to limit the potential for gathering near the venue or at entrances/exits. Encourage attendees to disperse from the event at its conclusion.	Implemented
COVIDSafe Event Checklist: Environmental and personal hygiene	
Undertake pre-event cleaning of communal facilities and high touch surfaces. Develop and implement a cleaning schedule to ensure frequent cleaning and disinfection of high touch surfaces and bathroom facilities.	Implemented
At minimum, high touch surfaces must be cleaned at least twice per day and between groups in accordance with cleaning and disinfection guidelines. Additional cleaning of visibly soiled surfaces must occur as required.	Implemented
Establish hygiene stations (with hand sanitiser) at entrances and throughout the venue to encourage hand hygiene of staff and attendees.	Implemented
In prominent locations, display posters demonstrating personal hygiene and hand washing practices.	Implemented
Ensure toilets are in working condition with running water for hand basins, soap and disposable hand towels/dryers.	Implemented
Ensure enough toilets are available to avoid queuing. If queuing is likely, organiser must ensure there is physical distancing.	Implemented
Designated smoking areas must enable physical distancing of 1.5 meters.	Not applicable

COVIDSafe Event Checklist: Staff, vendors and contractors

It is the responsibility of the event organiser to ensure that staff, including volunteers, vendors and contractors, understand and comply with COVIDSafe work practices, including training in COVIDSafe behaviours.

Implemented

Workers and volunteers should complete the Staff Coronavirus (COVID-19) Health Questionnaire and not attend work when unwell.

Implemented

Workers must have access to the appropriate personal protective equipment (PPE) throughout the event.

Implemented

Share COVIDSafe Event Checklist with on-site vendors and contractors. Vendors and contractors should provide their COVIDSafe Plans to the event organiser.

Not applicable

Any food and beverage service must align with the Victorian Government's coronavirus (COVID-19) hospitality sector guidance and the Restricted Activity Directions.

Implemented

Queues at food and beverage vendors should facilitate physical distancing and not cross over with other queues.

Implemented

Reduce touch points during food and beverage service, such as using contactless payment methods and ensure service is occurring in well ventilated areas.

Implemented

Close communal self-serve and condiment stations.

Not applicable

Where possible, food and beverages should be sold in packaging to avoid double handling.

Implemented

Take-away food and drinks must be consumed in

allocated seats or 'picnic areas'. Food court-style seating is permitted if consistent with the Restricted Activity Directions guidelines.	Not applicable
Privacy statements	
	I have read and understand how information provided in this form is stored.
Restricted Activity Directions and Public Events Framework	I understand my legal obligations as set out in the Roadmap for Reopening and Public Events Framework.
Event information declaration	The information I have given is correct to the best of my knowledge.
Your signature	Link to signature
Please attach your COVIDSafe Event Plan (Tier 1 and Tier 2 events).	