

# COVID-19 Booking Notice



Town of Cottesloe

**All bookings taken from 6 June 2020 are subject to the following booking notice;**

- Cancellation fees as per the schedule of fees and charges will be applicable, should your event need to be cancelled;
- Rescheduling bookings will be classified as a cancellation;
- The Town asks that you wipe down any surfaces and door handles after use of any Town facilities;
- The applicant is responsible for keeping an accurate record, including contact details of attendees;
- Businesses are expected to ensure their COVID Safety Plans are updated and continue to be implemented;
- Two square metre per person, excluding staff;
- Lesser Hall has a maximum of 62 persons at any given time;
- War Memorial Hall has maximum of 78 persons at any given time;
- Acknowledge that further restrictions imposed could affect the booking and
- All directive imposed by the Federal or State Government supersede the Town restrictions.

## DECLARATION

I/We have read, understood and agree to abide by the COVID-19 Booking Notice. All applications are subject to approval. Payment in full and requested documentation must be submitted prior to the start date.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Event name:** \_\_\_\_\_ **Event Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

For the most up to date information and advice about this global crisis we encourage our community to visit the Western Australian Department of Health website at [healthywa.wa.gov.au/coronavirus](https://healthywa.wa.gov.au/coronavirus) or contact them on the Coronavirus Health Information Line on 1800 020 080 at any time. You can also visit the Australian Government Health Department website at [health.gov.au](https://health.gov.au).