



COVIDSAFE PUBLIC EVENTS

EVENT PLAN TEMPLATE FOR TIER 1 and TIER 2 EVENTS

Instructions

A COVIDSafe Event Plan is a unique and comprehensive plan that must be specific to your event and venue. The plan sets out how high-risk activities will be managed to reduce the risk of transmission of coronavirus (COVID-19) between participants, attendees and workers. This template should be used to develop the COVIDSafe event plans for Tier 1 and Tier 2 major events in Victoria.

Detailed guidance on how to develop your COVIDSafe Event Plan can be found [for preparing a COVIDSafe Event Plan' document](#).

The responsibility for the implementation of, and any amendments to your approved COVIDSafe Event Plan will belong to the Event Organiser.

Submission guidelines

Please submit all COVIDSafe Event Plans through the Victorian Government's [Coronavirus website](#).

- COVIDSafe Event Plans for Tier 1 events must be submitted at least 8-10 weeks prior to the event commencement.
- COVIDSafe Event Plans for Tier 2 events must be submitted at least 4-6 weeks prior to the event commencement.

Section 1: Key Event Information

Contact Information

Please provide the relevant business details and contact information below:

Registered company / business name	<u>Live Nation Australia Venues Pty Ltd</u>
Trading company / business name	Palais Theatre
Business address	14 Lower Esplanade, St Kilda, 3182
ABN	612 559 136
Event organiser name and title	Varying (we are seeking approval for all events conducted at the Palais Theatre)
Event organiser phone number	Varying
Event organiser email	Varying
COVIDSafe coordinator name and contacts (if any)	Jodie Miatke (Event Manager) 0414 721 387 jodie@palais theatre.com.au
Liquor license type, number and capacity	On Premise Licence 32343894 Capacity 2880

Event Details

Please provide the relevant event details below:

Event name	Varying (concerts, comedy, speaking events, etc)
Event location	Palais Theatre, 14 Lower Esplanade, St Kilda, 3182
Date (s) of event	All Future shows

Key decision date	As soon as practical
Duration of the event	Varying from show to show
Event description	Varying from show to show
Timing of key event activities	Varying from show to show
Serving of alcohol	Yes – Alcohol will be available from one hour prior to the event and up until 30min prior to the end of the event, unless there is a small post event function at the conclusion of the event.
Event website	www.palaistheatre.com.au
Experience arranging a COVIDSafe event	We have successfully held 28 events under our COVIDSafe plan since reopening in January 2021 without incident. Over this period we have been able to fine tune our COVID-19 Venue safe plan and processes. DPJR and DHHS representatives have attended a number of these events.

Attendance and tiers

Please provide details of the event attendees and event tier:

Total expected attendees	2894 (100%)
Expected peak attendees	2894 (100%)
Attendee demographic	Will vary from show to show
Attendance number from previous years if the event has been held previously	Not applicable
Event Tier (Tier 1 or Tier 2)	Tier 2

Venue Details

Please provide the relevant details of your venue or venues below:

Venue name	Palais Theatre
Venue contact	Lloyd Jones (Venue Manger) lloyd@palaistheatre.com.au 0408 827 847
Venue site map	https://palaistheatre.com.au/your-visit/ticket-info-maps
Venue site size (in square meters)	3665 sqmt
Venue publicly accessible floor (in square meters)	Auditorium Lower – approximately 1,180sqmt Auditorium Upper – approximately 1070sqmt Ground Floor Foyer – approximately 320sqmt Upper Level foyer– approximately 535 sqmt
Maximum venue capacity:	2,894 (fixed seats)
Break down of room / area (in square meters) and capacity:	Auditorium Lower – approximately 1,180sqmt Auditorium Upper – approximately 1070sqmt Ground Floor Foyer – approximately 320sqmt Upper Level foyer – approximately 535 sqmt Stage Area - approximately 420 sqmt Back Stage Areas - approximately 140 sqmt
Requested maximum number of attendees at the venue	2894 (100% capacity)
Venue workers number (excluding vendors, sub-contractors, volunteers)	Approximately 30 to 40 per show
Venue vendors, sub-contractors, volunteers number	Approximately 20 to 30 per show
Event / venue workerskey roles and responsibilities	It varies greatly between roles such as. <ul style="list-style-type: none"> - Ticket Scanning - Ushering - Food & Beverage - Stage Door & Carpark - Security - Covid Marshals (social distancing) - Bump in & out Crew - Operations - Cleaning & Sanitising

	<ul style="list-style-type: none"> - Event Management - Artists - Tour Management - Back of House Catering - Audio & Lighting Operators - Spot Operators - Riggers & Flyman - Carpark Attendant
Number of entry / exit points	<p>Entries Up to 4 entry points depending on the expected total attendance. 1 x front of house staff and 1 x security contractor per entry point.</p> <p>Exiting Ground floor patrons will exit via 2 x doors to Cavell street and 1 x front foyer (middle doors)to lower esplanade.</p> <p>Mezzanine level patrons will exit via 4 x front doors to lower esplanade.</p>
Venue access management arrangements	<p>Back of House (BOH) staff & contractors will have a dedicated entry and exit (venue carpark) including Vic Gov contract tracing app sign in, hand sanitiser and access to PPE.</p> <p>Management and Front of House (FOH) & contractors will have a dedicated entry and exit including Vic Gov contract tracing app sign in, hand sanitiser, supply of PPE at front entry.</p> <p>Patrons will have a dedicated entry and exit including Vic Gov contract tracing app sign in, hand sanitiser, supply of PPE.</p>

Section 2: Event Site Map

Refer to the Attached

Section 3: Explanation of Event Public Health Risk Controls

All COVIDSafe Event Plans must incorporate controls to mitigate the risk of coronavirus (COVID-19) transmission before, during and after the event. Consideration must be given to the following aspects of event planning when creating a COVIDSafe Event Plan to identify and mitigate public health risks:

- Event oversight and administration
- Attendee management
- Cleaning and hygiene
- Workers, vendors and subcontractor safety

Please note, this template only provides details of general event risk controls. Event organisers are expected to also incorporate event-specific controls into their COVIDSafe Event Plans based on the contextual needs of their event.

For detailed guidance on event specific risk controls please refer to '[Guidance for preparing a COVIDSafe Event Plan](#)'.

Oversight and administration

Events must have an appropriate governance structure that incorporates communication of intent to all event authorities, detail of key people involved in the COVIDSafe Event Plan and key processes to plan and deliver COVIDSafe events.

- How will you ensure general governance arrangements are widely understood by all facilitators of the event?
- How will you monitor the Victorian Government's latest public health advice and incorporate it into your planning?
- How will you ensure that attendees are provided with key public health messages and advice to stay at home if unwell?
- How will you enable clear and detailed record-keeping to facilitate contact tracing?
- How will you assess and mitigate flow on implications to any surrounding local communities?

General Governance

Timing	Plans / actions	Responsible
Before	<p>Our covid-19 Venue Safe Plan summary and master document will be accessible on our web site.</p> <p>A copy of our covid-19 plan will be provided to all hirers.</p> <p>An information email will be sent to all ticket purchasers prior to the event covering items such as, but not limited to.</p>	<p>Venue Manager</p> <p>Event Manager</p> <p>Operations Manager</p>

	<ul style="list-style-type: none"> - Stay home if you are unwell - How to obtain a refund if unwell - Contact tracing requirements - Social distancing messaging - Good Hygiene messaging - Access/Exiting processes - Mr Yum Online Ordering - Staggered entry times - Recommendation to consume food & beverages at there seat. <p>The Palais Theatre is a fully seated venue within the auditorium.</p> <p>All staff and contractors working the event will be required to wear applicable PPE as per the government guidelines or as required by Venue Management.</p> <p>Wearing of masks for patrons, will be subject to Government Guidelines at that time.</p> <p>The Venue will have adequate, free, supplies of masks, gloves, sanitiser, soap and the like on site at all times for staff, contractors and patrons.</p> <p>Condition of Entry are advised at time of Ticket purchase and are displayed at point of entry.</p> <p>All tickets are sold via the one supplier "Ticketmaster" (except for Victorian Opera) and all tickets are distributed electronically.</p> <p>All people wishing to access the venue must sign in via the Victorian Government Contract Tracing App.</p> <p>We have staggered entry times to minimise gathering of patrons at the front of the venue.</p> <p>All staff and contractors working the event are aware to keep socially distanced and security will patrol the venue encouraging (where needed) patrons to keep socially distanced.</p> <p>A risk assessment is undertaken prior to each event as standard practice.</p> <p>The venue will be sanitised via the use of fogging machines and Nanocyn prior to each show. Nanocyn has been proven effective 99.999% of the time to kill covid-19. Dates of when the sanitisation occurred can be found in the cloak room</p>	
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	<p>There is minimal impact on the local community as the Venue has been in operation for 94 years, so the local community are used to events occurring on site.</p> <p>The Palais Theatre has Cavell Street & Luna Park to the south, Jacka Boulevard and Bay to the West, St Kilda Triangle to the North and Lower and Upper Esplanade to the East.</p> <p>There is no history of anti social behaviour incidents between patrons attending events at the Palais Theatre and the Local Community.</p> <p>We have a range of Standard Operating Procedures (SOP's) covering a wide range of patron movement and management and a copy is attached.</p> <p>See attached the Palais Theatres Covid-19 Venue Safe master document.</p>	
During	<p>We have ample staff, signage, barriers and audio communication in place for each event to communicate key matters such as social distancing, good hygiene, entry process, exit process, etc.</p> <p>We will have extra F&B serving points open than normally required to minimise queue lengths.</p> <p>Extra show cleaners have been engaged to clean and sanitise touch points during the show.</p>	<p>Venue Manager</p> <p>Event Manager</p> <p>Operations Manager</p>
After	<p>We have ample staff, signage, barriers and audio communication in place for each event to communicate key matters such as social distancing, good hygiene, etc.</p>	<p>Venue Manager</p> <p>Event Manager</p> <p>Operations Manager</p>

Communicate Expectations to Event Workers and Attendees

Timing	Plans / actions	Responsible
Before	<p>Covid-19 Venue Safe plan will be posted on web site</p> <p>All staff are briefed prior to doors opening</p> <p>Staff are required to complete a government approved online COVID safety course prior to working their first shift and will also receive the link to the DHHS video on how to apply a mask correctly.</p> <p>https://www.youtube.com/watch?v=1j4Ru6ltJgo</p>	<p>Event Manager</p>

	<p>All event staff management and team leaders attended an onsite training course late last year covering the Venue's Covid -1 Venue Safe Plan, First Aid and Emergency Management Training.</p> <p>Clear signage will be displayed at the venue regarding the promotion of correct hygiene and mask wearing.</p> <p>An information email is sent to all ticket purchasers re social distancing, good hygiene, cashless venue, no cloaking, entry, exiting, queuing and the like.</p> <p>All staff will be required to wear the company mandated PPE based on Victorian government regulations and safety protocols.</p> <p>Contractors/Tour Personnel must also wear prescribed PPE and follow both the venues and their individual companies COVID safe plan.</p> <p>Staff venue entry and sign in process will be managed in the larger foyer space. Mobile infrastructure, such as trestle tables, mobile clothes racks etc will be placed in this area for sign on and removed prior to public entry. This process will be repeated at the end of the shift. Staff will be reminded to remain social distanced while entering and exiting.</p>	
<p>During</p>	<p>Social distance signage is erected in key locations within the venue.</p> <p>Good Hygiene signage is erected in key locations within the venue.</p> <p>A flyer is hand to all patrons on entry promoting. - social distancing, good hygiene, mobile food app, eat and drink at your seat and the like.</p> <p>Covid-safe marshals assigned to assist with QR code completion, queue management and to monitor the foyer areas</p> <p>Announcements are made in the foyers promoting social distancing and good hygiene prior to the show starting.</p>	<p>Event Manager</p>

Record Keeping to Support Contact Tracing of workers, contractors and patrons

Timing	Plans / actions	Responsible
Before	All persons wishing to enter the Venue whether a patron, staff member, contractor or artists are required to scan the QR code and complete the Victorian Government Contract Tracing App.	Event Manager
During	All persons wishing to enter the Venue whether a patron, staff member, contractor or artists are required to scan the QR code and complete the Victorian Government Contract Tracing App.	Event Manager
After	All records are kept by the Victorian Government for 28 days	Event Manager

Impact on the Local Community

Timing	Plans / actions	Responsible
Before	<p>There is minimal impact on the local community as the Venue has been in operation for 94 years, so the local community are used to events occurring on site.</p> <p>The Palais Theatre has Cavell Street & Luna Park to the south, Jacka Boulevard and Bay to the West, St Kilda Triangle to the North and Lower and Upper Esplanade to the East before there are any residential housing.</p> <p>There is no history of incidents between patrons attending events at the Palais Theatre and the Local community.</p> <p>Patrons attending events at the Palais Theatre provide substantial economic benefits to the local economy in areas such as, but not limited to; accommodation, restaurant's, café, pubs & clubs, petrol stations, etc.</p>	<p>Venue Manager</p> <p>Event Manager</p> <p>Operations Manager</p>
During	We have no reported incidents over the last 4 years since taking over management of the Palais Theatre between Palais Theatre Patrons and the local community.	<p>Venue Manager</p> <p>Event Manager</p> <p>Operations Manager</p>

Attendee Management

Arrangements must be in place to ensure physical distancing is maintained throughout the event. All workers and attendees must be screened for coronavirus (COVID-19) symptoms before the event, and first aid plans should incorporate the management of suspected coronavirus (COVID-19) cases.

- How will you ensure that physical distancing requirements are maintained during the event, including when alcohol is being consumed?
- What measures will you put in place to screen for coronavirus (COVID-19) symptoms?
- How will you monitor the number of people at the event at any given time?
- How will you incorporate the management of suspected coronavirus (COVID-19) cases in your first aid plans?

Maintain Physical Distancing

Timing	Plans / actions	Responsible
Before	<p>Communication via e-mail regarding the need to keep physical distanced (1.5mt) while moving around the venue (see sample attached)</p> <p>Clear signage will be displayed at eye height within the venue regarding Physical Distancing requirements. (see sample attached).</p> <p>Queuing signage will be located on the floor showing 1.5mt distancing (see photo attached)</p> <p>Rope barriers are in place to keep separation (see photo attached)</p> <p>Covid-19 social distancing marshals will constantly patrol the foyers and washrooms.</p>	Event Manager
During	<p>Clear signage will be displayed at eye height within the venue regarding Physical Distancing. (see attached).</p> <p>Queuing signage will be located on the floor showing 1.5mt distancing (see attached)</p> <p>Announcements will made in the foyers to reinforce social distancing.</p> <p>Bar and table signage recommending patrons consume their food & beverage at their seat and not in the foyer.</p>	Event Manager

Screening for symptoms of workers, contractors and patrons

Timing	Plans / actions	Responsible
Before	Advance email notifications reminding attendees of symptoms and other contraindications and the process of advising/reporting this and advising not to attend the site.	Event Manager
During	Signage at entry to not attend if feeling unwell, first aid isolation room assigned for anyone presenting symptoms during the event.	Event Manager

Entry Points

Timing	Plans / actions	Responsible
Before	At every public entry point there is the following equipment and staff. <ul style="list-style-type: none"> - Signed designated entry door - Social distancing signage and floor markers - Contact tracing app QR code - Hand sanitiser stand - Security/Covid Safe Marshal (dual role) - Ticket Scanning staff 	Event Manager
During	At every public entry point there is the following equipment and staff. <ul style="list-style-type: none"> - Signed designated entry door - Social distancing signage and floor markers - Contact tracing app QR code - Hand sanitiser stand - Security/Covid Safe Marshal (dual role) Ticket Scanning staff 	Event Manager

End of event or patron departure for the event

Timing	Plans / actions	Responsible
Before	There will be designated exit points for ground floor patrons and designated exit points for mezzanine level patrons	Event Manager
During	Any patrons wishing to exit during the performance will need to exit via the front doors, or as directed by staff	Event Manager

First Aid / In-Event Health Service Plans

Timing	Plans / actions	Responsible
Before	Venue First Aid certified personnel rostered for each event. First aid kit and ample PPE supplied at all first aid kit locations and isolation room	Venue Manager Event Manager
During	Suspected onsite COVID case operating procedure in place, separate isolation room with PPE ready for use	Event Manager
After	Follow up of any suspected cases, testing and isolation of all staff who were in contact with suspected case.	Event Manager

Emergency services access

Timing	Plans / actions	Responsible
Before	Standard access is via the front doors, but access can be also be provided via Cavell Street if needed. In an emergency, there is a dedicated resource will be sent to meet and brief emergency services.	Event Manager
During	Standard access is via the front doors, but access can be also be provided via Cavell Street if needed. In an emergency, there is a dedicated resource will be sent to meet and brief emergency services.	Event Manager

Evacuation

Timing	Plans / actions	Responsible
Before	We have an Emergency Evacuation Plan that can be supplied on request. Refresher training was conducted during the last QT of 2020. You can not have a fixed view on which exit(s) you may use in an emergency as that exit may not be available for some reason (e.g. fire, explosion)	Event Manager
During	We have an Emergency Evacuation Plan that can be supplied on request.	Event Manager

	<p>Refresher training was conducted during the last QT of 2020.</p> <p>You can not have a fixed view on which exit(s) you may use in an emergency as that exit may not be available for some reason (e.g. fire, explosion)</p>	
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Weather

Timing	Plans / actions	Responsible
Before	As we are an indoor venue, only impact will be is that we may open the doors earlier to let people into the Venue.	Event Manager
During	Not Applicable	Event Manager

Service of Alcohol

Timing	Plans / actions	Responsible
Before	Food & Beverages are available from 1 hour prior to the event starting until 30min prior to the end of the show.	Event Manager
During	<p>Food & Beverages are available from 1 hour prior to the event starting until 30min prior to the end of the show.</p> <p>From time to time there maybe a private function post event conducted on site for up to an hour.</p>	Event Manager

Cleaning and Hygiene

A regular and thorough cleaning schedule must be implemented before, during and after the event with high traffic areas such as toilets and frequently touched objects such as door handles, counters and railings regularly disinfected.

- How will you ensure that adequate provisions are made for handwashing and hand sanitation throughout the event?
- How will you ensure that facilities are readily available throughout the event?
- How will you make sure that frequently touched objects are cleaned regularly?
- How will you make sure shared spaces like bathrooms are cleaned regularly?

Regular and Thorough Cleaning and Disinfection

Timing	Plans / actions	Responsible
Before	<p>Pre cleaning of the venue will be completed prior to doors opening by contracted cleaning staff.</p> <p>The Palais Theatre owns two fogging machines and we sanitise the Venue front of House (FOH) and Back of House (BOH) with Nanocyn prior to every show.</p> <p>The primary sanitising/disinfectant the venue will use will be "Nanocyn" by Microsafe which is certified 99.99% effective against Covid-19.</p>	Operations Manager
During	<p>There will be designated cleaning staff rostered on during events who will be continuously sanitise high touch areas including bathrooms, door handles, benches, tables, counter tops, lift buttons, handrails, and the like. Staff will also be ensuring their workstations are regularly sanitised</p> <p>Check lists have been developed for event clean and post clean</p>	Event Manager
After	<p>A thorough cleaning of the venue will be completed prior to the show by contracted cleaning staff.</p> <p>Check lists have been developed for event clean & post cleaning</p>	Operations Manager

Hand Sanitiser and Hand Washing Facilities

Timing	Plans / actions	Responsible
Before	<p>Hand sanitiser is available at all entry points, strategic locations within each foyer area and within all washrooms.</p> <p>Hand wash basins and soap is available within all washrooms on site.</p> <p>Good Hygiene and Sanitiser signage is erected in all washrooms.</p> <p>All the main public washrooms have recently been upgraded to have predominantly touchless technology</p> <p>We have just completed building an additional public toilet on site to reduce the potential for congestion</p>	Operations Manager
During	<p>Hand sanitiser is available at all entry points, strategic locations within each foyer area and within all washrooms.</p> <p>Hand wash basins and soap is available within all washrooms on site.</p>	Event Manager

Workers, vendors, volunteers and contractors

Workers, vendors, volunteers and contractors are essential in operating a COVIDSafe event. They must understand and be responsible for their personal distancing and hygiene practices, and support attendees to behave in a COVIDSafe manner. To enable this, they must undergo appropriate coronavirus (COVID-19) training and have access to suitable personal protective equipment.

- How will you ensure that workers have access to appropriate personal protective equipment, and they receive training in its use? (see <https://www.dhhs.vic.gov.au/infection-prevention-control-resources-covid-19> for further information).
- How will you monitor the wellbeing of workers during the event?
- How will you ensure adequate physical distancing is maintained between workers and attendees?
- How will you make sure staff have undergone training on COVIDSafe Event Plan requirements for your event/venue?

Event organisers and general event workers

Timing	Plans / actions	Responsible
Before	<p>Venue COVIDsafe plans are sent to all hirers well in advance of their event day, with their own companies COVIDsafe plan to be provided and reviewed by our BOH Operations Manager.</p> <p>Key covid-19 safety messaging is included within the site induction.</p> <p>PPE is available when required from entry points</p>	<p>Venue Manager Operations Manager</p>
During	<p>Signage has been erected throughout the venue as a reminder to correct procedures. Additional PPE is available at the entry point for those that require it. All staff are required to monitor visitor behaviour and ensure safe methods are adhered to.</p>	<p>Venue Manager Operations Manager Event Manager Event Staff</p>

Food and catering workers

Timing	Plans / actions	Responsible
Before	COVIDsafe training completed and recorded in their personnel file. Mandatory attendance at the pre-event staff briefing	Venue manager Event Manager
During	Staff workstations separated to ensure social distancing can be maintained during shifts. All staff are to monitor and encourage all co-workers to maintain safe practices.	Event Manager Bar Team Leader

Cleaning workers

Timing	Plans / actions	Responsible
Before	Venue COVIDsafe plan is supplied to contract cleaning company, with their own companies COVIDsafe plan to be provided and reviewed by our BOH Operations Manager	Operations Manager Venue Manager
During	Prior to starting their shift, they check in with a Palais senior event staff member. They receive a 2-way for communication and are provided with a pre-event briefing.	Event Manager Event Team Leader

Security workers

Timing	Plans / actions	Responsible
Before	Venue COVIDsafe plan is supplied to contract security company, with their own companies COVIDsafe plan to be provided and reviewed by our BOH Operations Manager	Operations Manager Venue Manager
During	Prior to starting their shift, it is mandatory for security staff to attend the pre-event briefing. The Security supervisor, in conjunction with Event Manager, ensures that staff are constantly monitoring and managing crowd behaviours including social distancing measures	Event manager Security Supervisor

Volunteers

Timing	Plans / actions	Responsible
Before	Not Applicable	
During	Not Applicable	
After	Not Applicable	

Deliveries

Timing	Plans / actions	Responsible
Before	Delivery location noted as the front of the venue where there are no confined spaces to travel for delivery of any goods.	Event Manager Operations Manager
During	For any delivery where person will be in the venue longer than 15 mins, contact tracing information must be supplied via Victorian Government Contact Tracing App. For all other short deliveries, double door entry into the large foyer space is opened so that social distancing can be maintained.	Event Manager Operations Manager

Other workers(if any)

Timing	Plans / actions	Responsible
Before	Not Applicable	
During	Not Applicable	

Section 4: Event Specific COVIDSafe Controls (if relevant)

Operational Spaces

Events are often comprised of multiple discrete areas and/or spaces. These spaces may be external (e.g., transport hubs, ticket offices, training/practice facilities), front of house (e.g. toilets, retail outlets, grandstands), back of house (e.g. worker areas), or other spaces (e.g. fields of play, stages).

- How will you demonstrate in your event plan that you can ensure workers, contractors and patrons can access the parts of the venue or event as required? E.g. 'attendee zones' or 'staff only' sections clearly demarcated.

Complete following sections as applicable to your event.

Public Transport: for large scale events, how will you incorporate public transport or engage with the Department of Transport?

Timing	Plans / actions	Responsible
Before	The only public transport is close proximity to the venue is Vic Trams and they are included on our monthly event e-mail list, which outlines the event, estimated times and attendance. Information can be found on our web site regarding public transport and carparking.	Bookings & Marketing Manager
After	As above	Bookings & Marketing Manager

Car Parks

Timing	Plans / actions	Responsible
Before	The City of Port Phillip and local businesses are included on our monthly event e-mail list, which provides an overview of the events to be conducted.	Bookings & Marketing Manager
During	As above	Bookings & Marketing Manager

Ventilation - Indoor Spaces

Timing	Plans / actions	Responsible
Before	<p>The foyers have no mechanical ventilation.</p> <p>Mezzanine level foyer windows and air vents are opened a minimum of two hours prior to the event up until the end of the event.</p>	Event Manager
During	<p>Ventilation is provided by keeping a selected number of doors open where feasible to provide ventilation to the ground foyer and windows and vents are opened on mezzanine level to provide ventilation to this level.</p> <p>There is air conditioning services inside the auditorium, these systems use fresh air only (not reticulated air).</p>	Event Manager

Food and Beverage Preparation and Service Areas

Timing	Plans / actions	Responsible
Before	<p>We are opening up extra serving points than we traditional would for that level of crowd to reduce queuing.</p> <p>We have installed queuing systems (rope barriers & signage) for one-way entry and exiting.</p> <p>Queuing markers have been installed on the floor at 1.5mt intervals.</p> <p>We have implemented Mr Yum mobile ordering system to reduce queuing at the outlets.</p>	Venue Manager/ Event Manager
During	<p>We are opening up extra serving points than we traditional would for that level of crowd to reduce queuing.</p> <p>We have installed queuing systems (rope barriers & signage) for one-way entry and exiting.</p> <p>Queuing markers have been installed on the floor at 1.5mt intervals.</p> <p>We have implemented Mr Yum mobile ordering system to reduce queuing at the outlets.</p> <p>We encourage patrons via signage, to consume there food and beverage at their seat.</p>	Event Manager

Other Queuing Areas

Timing	Plans / actions	Responsible
Before	<p>Merchandise - We have installed queuing systems (rope barriers & signage) for one-way entry and exiting. Queuing markers have been installed on the floor at 1.5mt intervals.</p> <p>Where possible, with hirers authorisation, we will utilise the Mr Yum mobile ordering system for merchandise pick ups to reduce queuing at the outlet.</p>	<p>Event Manager</p> <p>Venue Manager</p>
During	<p>We have installed queuing systems (rope barriers & signage) for one-way entry and exiting.</p> <p>Queuing markers have been installed on the floor at 1.5mt intervals.</p> <p>Where possible, with hirers authorisation, we will utilise the Mr Yum mobile ordering system for merchandise pick ups to reduce queuing at the outlet.</p> <p>Staff to monitor any queues for social distancing requirements</p>	<p>Event Manager</p> <p>Venue Manager</p>

Attendee Seating and Viewing Areas

Timing	Plans / actions	Responsible
Before	<p>Pre-event information email will be sent via the Ticketing agent (Ticketmaster) to advise of the entrance procedure for all patrons including doors to use and staggered entry times</p>	<p>Event Manager</p> <p>Venue Manager</p>
During	<p>External and Internal theatre doors will be opened simultaneously and patrons encouraged to move through the shared areas to their allocated reserved seat.</p> <p>Signage has been placed throughout the foyers to encourage safe practices. Staff and dedicated COVID marshals will monitor crowd movement throughout.</p>	<p>Event Manager</p> <p>Venue Manager</p>

Fields of Play and Competition Areas

Timing	Plans / actions	Responsible
Before	NA	NA
During	NA	NA

Stages

Timing	Plans / actions	Responsible
Before	<p>Artists, touring crew, contractors are all required to sign in using the Victorian Contract Tracing App.</p> <p>Social distancing & Good Hygiene signage has been erected BOH.</p> <p>All persons working BOH are required to undertake a site induction.</p>	Operations Manager
During	We have one cleaner working BOH constantly cleaning and sanitising touch points.	Operations Manager

Market Stalls and Fetes

Timing	Plans / actions	Responsible
Before	NA	NA
During	NA	NA

Non-Allocated Seating or Picnic Rug

Timing	Plans / actions	Responsible
Before	NA	NA
During	NA	NA

Other Operational Space Considerations

Timing	Plans / actions	Responsible
Before	NA	NA
During	NA	NA

Section 5: Supporting information

Please ensure you attach any supporting information that may be helpful to illustrate aspects of your COVIDSafe Plan. This could include, but not be limited to:

- Event Operations Plan
- Floor Plans
- Previous COVIDSafe Event Plans (in Australia or overseas)
- Existing COVIDSafe Event Plans for other events - currently under review or recently approved
- Cleaning schedule
- Standard Operating Procedures
- Photos

Section 6: Legal Terms

Liability and indemnity

You control and accept sole responsibility, risk and liability for all aspects of your public event. You must conduct your own investigations, assessments and interpretations and seek independent professional advice on all aspects of your public event.

The State of Victoria does not control and accepts no liability for your public event nor for any loss, damage, injury or death in connection with your public event, including (without limitation), any change to requirements for your public event or the cancellation or postponement of your public event.

You will indemnify the State of Victoria against any liability to or claims by a third party for any loss, damage, injury or death in connection with your public event, including (without limitation), the cancellation or postponement of your public event.

Consultation, review, assessment and approval process

To the extent permitted by law, the State of Victoria excludes liability for any loss, damage, injury or death caused by use of or reliance on any consultation, review, assessment or approval process in connection with your public event.

The State of Victoria may amend or withdraw from the consultation, review, assessment or approval process at any time without notice.

The State of Victoria may amend or withdraw any consultation, review, assessment or approval at any time without notice.

You will not be relieved from compliance with any of your obligations at law as a result of:

- any consultation, review, assessment, or approval (or failure to consult, review, assess, or approve) or any other act or omission by the State of Victoria in connection with your public event (including, without limitation, any failure by the State of Victoria to detect any errors, inaccuracies, mistakes, non-compliances or omissions in connection with your public event)
- your implementation of and compliance with the Plan for your public event.

Purpose / use of template

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