



# 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:

<b>Registered company / business name</b>	Prestige Refinish Pty Ltd
<b>Trading company / business name</b>	Showcars Melbourne
<b>Business address</b>	PO BOX 405 Altona nth 3025
<b>ABN</b>	86 838 235 672
<b>Event organiser name and title</b>	Elvis Barbieri, Director
<b>Event organiser phone number</b>	0419 350 400
<b>Event organiser email</b>	info@showcarsmelbourne.com.au
<b>COVIDSafe coordinator name and contacts (if any)</b>	
<b>Liquor license type, number and capacity</b>	Alcohol free event

### Event Details

Please provide the relevant event details below:

<b>Event name</b>	Showcars Melbourne
<b>Event location</b>	1 McPherson St, Moonee Ponds, Victoria 3039
<b>Date (s) of event</b>	20 <sup>th</sup> -21 <sup>st</sup> March 2021
<b>Duration of the event</b>	21 <sup>st</sup> March 9.00am-4.30pm

<b>Event description</b>	Static Car & Bike exhibition which is predominantly held outdoors.
<b>Timing of key event activities</b>	See attached
<b>Serving of alcohol</b>	Alcohol free event
<b>Event website</b>	<a href="http://www.showcarsmelbourne.com.au">www.showcarsmelbourne.com.au</a>
<b>Experience arranging a COVIDSafe event</b>	No previous experience

#### Attendance and tiers

Please provide details of the event attendees and event tier:

<b>Total expected attendees</b>	3,000
<b>Expected peak attendees</b>	800
<b>Attendee demographic</b>	This is a family friendly event drawing a wide range of attendees who are car enthusiasts.
<b>Attendance number from previous years if the event has been held previously</b>	2,000
<b>Event Tier (Tier 1 or Tier 2)</b>	Tier 2

## Venue Details

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

<b>Venue name</b>	Moonee Valley Racecourse																		
<b>Venue contact</b>	Amy Honan Catering Operations Manager <a href="mailto:Amy.Honan@mvr.net.au">Amy.Honan@mvr.net.au</a>																		
<b>Venue site map</b>	See attached																		
<b>Venue site size (in square meters)</b>	390,000 square metres.																		
<b>Venue publicly accessible floor (in square metres)</b>	Indoors – 9,125 Outdoors – 25,740 Grandstand Seats – 6,809																		
<b>Maximum venue capacity:</b>	The 2018 Cox Plate had a record crowd of 38,000																		
<b>Break down of room / area (in square meters) and capacity:</b>	<table border="1"> <thead> <tr> <th>Area</th> <th>SQM</th> <th>Capacity</th> </tr> </thead> <tbody> <tr> <td>Octagonal Lounge</td> <td>900</td> <td>400</td> </tr> <tr> <td>Burston Lawn</td> <td>12,000</td> <td>4,500</td> </tr> <tr> <td>Tulloch</td> <td>440</td> <td>200</td> </tr> <tr> <td>Western Concourse</td> <td>12,000</td> <td>4,000</td> </tr> <tr> <td>Market Place</td> <td>1,000</td> <td>400</td> </tr> </tbody> </table>	Area	SQM	Capacity	Octagonal Lounge	900	400	Burston Lawn	12,000	4,500	Tulloch	440	200	Western Concourse	12,000	4,000	Market Place	1,000	400
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<b>Requested maximum number of attendees at the venue</b>	Saturday 20 <sup>th</sup> February 2021 – 500 Sunday 21 <sup>st</sup> February - 2000																		
<b>Venue workers number (excluding vendors, sub-contractors, volunteers)</b>	Approximately 50																		
<b>Venue vendors, sub-contractors, volunteers number</b>	25																		

<b>Event / venue workers key roles and responsibilities</b>	Parking attendance, General event set up and delivery.
<b>Number of entry / exit points</b>	<p>There are five entry and exits points to the venue to assist in spreading the load across ingress and egress, for all patrons.</p> <p>Showcars will use three of these:</p> <p>Main Turnstiles (McPherson Street) – Staff and patrons</p> <p>Centre Turnstiles (Infield) – Staff and patrons</p> <p>Gate 10 (Wilson Street) – Contractors and Participants</p>
<b>Venue access management arrangements</b>	<p>Main Turnstiles (McPherson Street) – Ticket Check &amp; QR Code scanning</p> <p>Centre Turnstiles (Infield) – Ticket Check &amp; QR Code scanning</p> <p>Gate 10 (Wilson Street) – Ticket Check &amp; QR Code scanning</p>

## Section 2: Event Site Map

See 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
<b>Before</b>	Liaise with all stakeholders prior to the event Review plans weekly in the lead up to, and the day before the event	Event Crew/COVID Marshal/Venue staff

	<p>The COVID Marshal will regularly review &amp; update the COVIDSafe Event Plan</p> <p>The COVID Marshal will regularly review the State Governments latest COVID regulations and requirements</p> <p>SCM COVID Marshal &amp; venue staff will ensure that all current public health measures are adhered to</p> <ul style="list-style-type: none"> <li>- In the event of breaches, patrons will be given a warning and if still not complying, asked to leave the venue</li> </ul> <p>In the event needs to be cancelled entrants, patrons &amp; crew will be advised by email, text and/or social media</p>	
<b>During</b>	<p>COVIDSafe event strategies will be continually monitored over the course of the event</p> <p>All visitors, entrants and staff will register info via a QR code. In addition, staff will fill in the COVIDSafe questionnaire on arrival</p>	Event Crew/COVID Marshal/Venue staff
<b>After</b>	<p>Any potential health concerns will be immediately reported to the relevant Government agency</p>	Event Crew/COVID Marshal/Venue staff

### Communicate Expectations to Event Workers and Attendees

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<p>COVID measures and refund policies will be published on the SCM website &amp; social media prior to the event</p>	Event Organiser
<b>During</b>	<p>First aid posts will be clearly indicated, along with signage and regular verbal reminders from event staff as well as regular broadcasts by the MC</p> <p>Signage will be clear, prolific and visible to all, as per current health officer recommendations</p>	Event Crew/COVID Marshal/Venue staff

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

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<p>Attendee details will be ethically recorded, and made available if required</p>	Event Crew/COVID Marshal/Venue staff

	<p>Details of all on site workers will be recorded</p> <p>Event staff will be allocated particular areas within the venue and spend the majority of their time there</p>	
<b>During</b>	Details of all attendees will be recorded via the QR code	Event Crew/COVID Marshal/Venue staff
<b>After</b>	Details of attendees will be stored for 28 days, not used for any other purpose and appropriately destroyed	Event Crew/COVID Marshal/Venue staff

## Impact on the Local Community

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	Local residents & businesses will be made aware of the event via social media marketing, e-newsletters, billboards, along with communication via the local precinct managers & traders associations	Event Organiser
<b>During</b>	As this is a long standing annual event, entrants and patrons are well aware of respecting local residents in and around the venue	Event staff

## 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

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
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<b>Before</b>	<p>Floor markings, physical barriers will be in place</p> <p>One way traffic flow will be established as much as possible</p> <p>Separate entries &amp; exits will be orchestrated where possible</p> <p>Venue evacuation plans will take COVID requirements into consideration</p> <p>Attendees who develop symptoms will be immediately directed to St John's Ambulance stations</p> <p>The number of people entering and exiting the venue will be monitored during the event</p> <p>Enough toilets will be provided, with marked social distancing in the case of queuing</p> <p>Smoking areas will allow for physical distancing of 1.5m</p>	Event Crew/COVID Marshal/Venue staff
<b>During</b>	Signage will be removed post event as per venue protocol	Event Crew/COVID Marshal/Venue staff

### Screening for symptoms of workers, contractors and patrons

Timing	Plans / actions	Responsible
<b>Before</b>	<p>Workers &amp; attendees will be reminded to stay home if they experience any COVID symptoms</p> <p>Staff will be required to fill in questionnaires at the commencement of their shift</p>	Event Crew/COVID Marshal/Venue staff
<b>During</b>	Attendees will be asked via pre-event communication, at entry points and /or via the QR code process	Event Crew/COVID Marshal/Venue staff

### Entry Points

Timing	Plans / actions	Responsible
<b>Before</b>	There will be ground markings and tensa barriers at entry points to remind patrons to ensure physical distancing and to create lanes.	Event Crew/COVID Marshal/Venue staff

	<p>Closure of every second turnstile to ensure that there is no physical contact with other patrons (dependant on crowd size).</p> <p>Ensure appropriate staffing levels and COVID Safe Marshals to efficiently and safely process all patrons in a timely manner and in accordance to the Government and Industry protocols.</p>	
<b>During</b>	COVID Safe Marshal to monitor compliance, operations, and protocols.	Event Crew/COVID Marshal/Venue staff

### End of event or patron departure for the event

Timing	Plans / actions	Responsible
<b>Before</b>	Entrants and patrons will be briefed on arrival as to exit procedures	Event Crew/COVID Marshal/Venue staff
<b>During</b>	SCM staff will be onsite to direct, inform and manage entrants and patrons movement exiting the venue	Event Crew/COVID Marshal/Venue staff

### First Aid / In-Event Health Service Plans

Timing	Plans / actions	Responsible
<b>Before</b>	<p>St John's First Aid officers to attend the event (x2)</p> <p>A number of venue Staff have completed a First Aid Course as well as refresher courses each year.</p> <p>The Venue will allocate a designated isolation room in the instance where it is not appropriate to utilise the First Aid Room.</p>	Event Crew/COVID Marshal/Venue staff/St John's staff
<b>During</b>	Any unwell person is to report to St Johns Ambulance where they will be isolated and attended in an appropriate manner in the First Aid Room or alternative dedicated isolation room.	Event Crew/COVID Marshal/Venue staff/St John's staff
<b>After</b>	<p>Debrief with St John's at the conclusion of event.</p> <p>Deep clean of First Aid Room.</p>	Event Crew/COVID Marshal/Venue staff/St John's staff

## Emergency services access

Timing	Plans / actions	Responsible
<b>Before</b>	<p>The Venue will continue to advise all Emergency Services of all scheduled large events as per normal practice.</p> <p>All Emergency Services have been recently advised of the correct access points.</p> <p>Victoria Police will be advised of event</p>	Event Crew/COVID Marshal/Venue staff/St John's staff
<b>During</b>	<p>In the event that Emergency Services are called to attend an event, our Staff are trained to clearly explain the appropriate Gate number and the street it is located on when requesting attendance. They are then trained to use their allocated radio to inform Security as well as all Gate Staff in case they arrive at the wrong entrance point so they can be quickly re-directed.</p>	Event Crew/COVID Marshal/Venue staff/St John's staff

## Evacuation

Timing	Plans / actions	Responsible
<b>Before</b>	<p>As per all Events at MVRC, appropriately trained staff will be allocated roles within the Emergency Control Organisation (ECO).</p> <p>The venue has an updated and comprehensive Emergency Management Plan (EMP).</p>	Event crew/Venue staff
<b>During</b>	<p>In the event of an evacuation, the venue would implement their process as per the Emergency Management Plan relative the situation.</p>	Event crew/Venue staff

## Weather

Timing	Plans / actions	Responsible
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<b>Before</b>	Additional shelter will be on standby in the event of high temperatures or heavy rainfall	Event Organiser/Venue staff
<b>During</b>	If required, social distancing will be maintained in extra shelter with density quotients adhered to.	Event Crew/COVID Marshal/Venue staff

### Service of Alcohol

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	Not applicable – an alcohol free event	
<b>During</b>		

## 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
<b>Before</b>	<p>Clean Event (Spotless) are the venues preferred and contracted Cleaning Services provider.</p> <p>The Venue continues to work closely with our site Clean Event Operations Manager to ensure that we are providing a clean and sanitized venue using the necessary protocols, equipment, and materials to combat this virus.</p> <p>Ensure Clean Event have fully stocked OXIVIR and VIREX chemicals and OXIVIR wipes on course. As well as disposable microfibre clothes, paper towel, sanitiser, hand soap, mop heads (regular and disposable), latex gloves and cut resistant gloves.</p> <p>Conduct a deep clean prior to each.</p> <p>Clean Event will ensure all Hand Sanitizer dispensers are in each room and are full.</p>	MVRC Catering Operations Manager
<b>During</b>	<p>All surfaces and areas are cleaned prior to venue opening with all hotspots and touch points being wiped with disposable cloths soaked in OXIVIR (Covid killing chemical).</p> <p>Cleaners will enter the venue relative to the area that they have be assigned.</p> <p>During the event there will be cleaners allocated across the entire venue (ensuring a gender mix for cleaning toilets).</p>	MVRC Catering Operations Manager

	Cleaners will wear latex gloves continuously walking around all areas in use, wiping all touch points with the OXIVIR soaked cloth (approx. 20mins between surface wipes).	
<b>After</b>	All areas are cleaned and sanitised as soon as possible. Conduct a deep clean of the venue.	MVRC Catering Operations Manager

## Hand Sanitiser and Hand Washing Facilities

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	Handwashing requirement signage has been placed around the venue including all toilets across the venue.  Over 30 Hand Sanitiser dispenser units have been wall mounted across various (and strategic) locations throughout the venue.  Where there are no wall mounted units, pump bottles of hand sanitiser will be allocated and in position prior to the event beginning.	MVRC Catering Operations Manager
<b>During</b>	Clean Event and MVRC Staff will monitor hand sanitiser levels and refill where required.	MVRC Catering Operations 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
<b>Before</b>	Appropriate PPE will be provided for all staff	Event Organiser
<b>During</b>	Crowd behaviour will be monitored during the event to ensure principles of this plan are maintained	Event Crew/COVID Marshal/Venue staff

## Food and catering workers

Timing	Plans / actions	Responsible
<b>Before</b>	Appropriate PPE will be provided for all staff  All workers will be trained in COVIDSafe food and beverage preparation and service	Event Organiser
<b>During</b>	Queues will be monitored to maintain social distancing	Event Crew/COVID Marshal/Venue staff

## Cleaning workers

Timing	Plans / actions	Responsible
<b>Before</b>	<p>Cleaning Staff have been (and will continue to be) instructed:</p> <ul style="list-style-type: none"> <li>• If they are feeling unwell, they are not to attend work and get tested.</li> <li>• Always carry a mask.</li> <li>• Maintain social distancing and when this cannot be achieved to wear a mask.</li> <li>• Sign in via the QR code upon arrival</li> </ul> <p>Clean Event Venue Manager has been issued with the Venue's COVID Safe Plan</p> <p>Clean Event Venue Manager to ensure appropriate levels of cleaning equipment, products and PPE is oncourse prior to event beginning.</p> <p>The venue</p> <p>will implement physical barriers where required to ensure physical distancing, as well as ground markings which will be reinforced by appropriate signage.</p>	MVRC Catering Operations Manager
<b>During</b>	Clean Event Venue Manager and MVRC Senior Staff to monitor compliance.	MVRC Catering Operations Manager

## Security workers

Timing	Plans / actions	Responsible
<b>Before</b>	<p>Security Guards have been (and will continue to be) instructed:</p> <ul style="list-style-type: none"> <li>• If they are feeling unwell, they are not to attend work and get tested.</li> <li>• Always carry a mask.</li> <li>• Maintain social distancing and when this cannot be achieved to wear a mask.</li> <li>• Sign in via the QR code upon arrival</li> </ul> <p>MA Security Venue Manager has been issued with the Venue's COVID Safe Plan</p>	MVRC Catering Operations Manager



	<p>MA Security Venue Manager to ensure appropriate levels of equipment and PPE is on course prior to event beginning.</p> <p>The venue will implement physical barriers where required to ensure physical distancing, as well as ground markings which will be reinforced by appropriate signage.</p>	
<b>During</b>	MA Security Venue Manager and MVRC Senior Staff to monitor compliance.	MVRC Catering Operations Manager

## Volunteers

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<p>PPE will be provided for all volunteers</p> <p>Roles and designated areas for volunteers will be clearly defined</p>	Event Crew/COVID Marshal/Venue staff
<b>During</b>	Volunteer well-being will be monitored during the event	Event Crew/COVID Marshal/Venue staff
<b>After</b>	Records will be kept as per regulations	Event Crew/COVID Marshal/Venue staff

## Deliveries

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<p>Non essential visits to the venue will be cancelled or postponed</p> <p>All delivery drivers and contractors will provide details as per regulations</p>	Event Crew/COVID Marshal/Venue staff
<b>During</b>	All contractors will be given clear instructions of requirements while on site	Event Crew/COVID Marshal/Venue staff

Other workers (if any)

Timing	Plans / actions	Responsible
Before	As per for all staff and contractors	Event Crew/COVID Marshal/Venue staff
During		

## 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? Eg. '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	Not applicable for this event	
After		

### Car Parks

Timing	Plans / actions	Responsible
Before	Car parking will be clearly marked	Event Crew/COVID Marshal/Venue staff

	Physical distancing requirements will be sign posted	
<b>During</b>	Car parking will be monitored throughout the event	Event Crew/COVID Marshal/Venue staff

## Ventilation - Indoor Spaces

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	Showcars Melbourne & MVRC will identify which doors and gates can remain open to reduce touch points and improve ventilation of each space.	Event Crew/COVID Marshal/Venue staff
<b>During</b>	Showcars & MVRC Staff to monitor implications of the opened doors.	Event Crew/COVID Marshal/Venue staff

## Food and Beverage Preparation and Service Areas

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	All food and beverage service will be in line with current State Government regulations  Contactless payments will be encouraged  Separate areas will be allocated for ordering and collection	Event Crew/COVID Marshal/Venue staff
<b>During</b>	Queues will be monitored throughout the event	Event Crew/COVID Marshal/Venue staff

## Other Queuing Areas

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	Social distancing will be clearly marked  Queues will not cross over other foot traffic areas	Event Crew/COVID Marshal/Venue staff
<b>During</b>	All queues will be monitored throughout the event  Operations will cease if social distancing is not maintained	Event Crew/COVID Marshal/Venue staff

## Attendee Seating and Viewing Areas

Timing	Plans / actions	Responsible
<b>Before</b>	This is an exhibition whereby patrons are viewing all the different motor vehicles and motorbikes therefore seating is not required.	Event Crew/COVID Marshal/Venue staff
<b>During</b>	The venue would be set up to encourage one way movement so patrons would flow through the exhibition set up in the one direction. Ground markings and signage would indicate the direction in which patrons and staff are to move through the venue.	Event Crew/COVID Marshal/Venue staff

## Fields of Play and Competition Areas

Timing	Plans / actions	Responsible
<b>Before</b>	Not applicable	
<b>During</b>		

## Stages

Timing	Plans / actions	Responsible
<b>Before</b>	Social distancing space will be adequate in front of the stage	Event Crew/COVID Marshal/Venue staff
<b>During</b>	Only solo and small groups will perform Crowd density will be monitored Equipment will be cleaned before and after use	Event Crew/COVID Marshal/Venue staff

## Market Stalls and Fetes

Timing	Plans / actions	Responsible
<b>Before</b>	Sanitiser will be provided One way flow directions will be established Contactless payments will be encouraged Designated entry and exit points will be set up	Event Crew/COVID Marshal/Venue staff
<b>During</b>	All stall holders will be encouraged to stay close to their stalls Social distancing will be monitored Any queues will not cross over foot traffic	Event Crew/COVID Marshal/Venue staff

## Non-Allocated Seating or Picnic Rug

Timing	Plans / actions	Responsible
<b>Before</b>	Not applicable	
<b>During</b>		

## Other Operational Space Considerations

Timing	Plans / actions	Responsible
<b>Before</b>	Not applicable	
<b>During</b>		

## 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
- 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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