

Venue Requirements Checklist

Item	Changes		New Requirements
Your venue:			
1. Availability	Y	N	
2. Restrictions on numbers			
Rental changes	Y	N	
Changes to session time/s	Y	N	
Entry/exit to procedures	Y	N	
Attendance records	Y	N	
Cleaning requirements	Y	N	
Signage	Y	N	
Food on premises	Y	N	
Use of amenities			
1. Kitchen	Y	N	
2. Toilets			
3. Shared areas			
Use of venue equipment	Y	N	
Hygiene & Infection control	Y	N	
Storage of prams & belongings	Y	N	
Waste & rubbish removal	Y	N	