

PLANNING YOUR COVID SAFE EVENT

A comprehensive COVID-19 Safety Plan has been developed for all City of Newcastle venues to protect the health of the community and staff. This includes:



Frequent cleaning and sanitising of touchpoints, amenities and function rooms



Dedicated entry and exit points



COVIDSafe trained catering and venue teams



A dedicated event coordinator to help plan your COVIDSafe event

4M²

Room occupancy limits of one person per 4 square metres and a requirement for all events and activity to be seated



Sanitising stations available for attendee use

Signage will be displayed at venues to remind guests to:



Keep a distance of 1.5 metres between you and other people



Clean your hands with soap and water, or hand sanitiser



Cover your nose and mouth when you cough or sneeze



Avoid close contact with anyone with cold or flu-like symptoms



Stay at home if you are sick

ROOM OCCUPANCY LIMITS

A dedicated event coordinator is available to help plan your COVIDSafe event and find the most suitable space to accommodate your guests. As a guide, please find occupancy limits (excluding staff) below.

These guidelines have been determined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4). Capacities are based on one person per four square metres and all events and activity must be seated. Multiple spaces are available to ensure social distancing can be maintained.

CITY HALL	CAPACITY
Concert Hall	95
Concert Hall Gallery	54
Cummings Room	48
Mulubinba Room	28
Banquet Room	91
Hunter Room	50
Hunter Room Balcony	17
Newcastle Room # 1	21
Newcastle Room # 2	9
Newcastle Room # 3	5
Waratah Room	11
FORT SCRATCHLEY	CAPACITY
Fort Scratchley Function Centre	61
Barracks North	15
Barracks South	15

To discuss what's possible for your next event, contact our team on 02 4974 2166 (option #1) or send an enquiry through to newcastlevenues@ncc.nsw.gov.au