



Procedures and guidelines for functions and meetings

Safety steps to make your next meeting COVID SECURE

Socially distanced seating

Seating plans have been altered

*Guests to be seated rather than standing
Meetings upto 20 people only.*



Test and trace contact details

Delegate contact details are required and will be temporarily kept on record for 21 days



No pen or paper to be provided

Any object which can cause high risk of transmission will not be provided by the venue



Isolation room

If a delegate is suspected to be sick, a designated room will be provided, away from others.



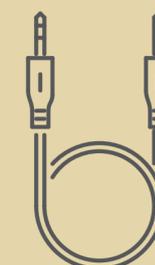
Sanitizer stations

We encourage practicing good hand hygiene using hand sanitizers provided in the function room .



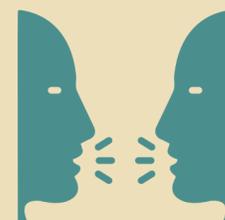
Sanitization of room and equipment

The meetig room and all equipment to be sanitised before and after use



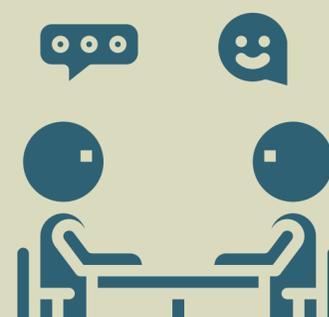
Meeing protocol

No loud talking, exchange of sweets or objects between delegates



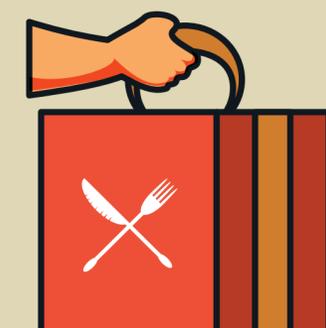
Practice social distancing

Signage clearing stating maintain at least 2 meters (6 feet) distance from others delegates



Reduced menu

Reduced menus incorporated in pre-prepared boxes form. A server will serve to each guest at a safe distance



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