



## BANQUETING COVID-19 POLICIES AND PROCEDURES

Thank you for choosing The Beach Hotel to host your event. We have implemented Covid-19 safety policies and procedures to ensure the safety of all guests and staff.



### BEFORE ARRIVAL:

- The venue will be sanitized with our Ozone machine after staff have finalized the set up.
- Once the ozone machine is removed, a sanitised seal will be placed across the door, for your peace of mind.



### ON ARRIVAL:

- You will be met by our very friendly security who will take your temperature.
- Security will then sanitise your hands before opening the boom for you to drive through.
- Security will also sanitise your tyres before entering.



### HOTEL BACK ENTRANCE:

- Upon entering the back entrance, there is a sanitizing booth.
- The machine has a STOP & GO button.
- Guests are to wait in the booth until the machine has completed sanitizing and gives the Go ahead on the green button.
- As you exit the sanitizing booth, there is a hand sanitizer whereby you are to sanitise your hands.
- Every registration table will have its own individual sanitizer for use.



### TEA BREAKS AND SNACKS:

- The coffee and tea stations will be set up either in the foyer or in the venue, depending on what other events are on the same day.
- On arrival you will find individually wrapped muffins/ Danishes placed in the venue at each seat.
- For the mid-morning break, individually wrapped sandwiches will be served.
- For Afternoon break, individually wrapped biscuits will be served on the side of each coffee/ tea cup.



### LUNCH BREAK:

- Lunch will be served in our restaurant with well-spaced seating to ensure social distancing.
- We will be serving plated meals, to ensure food safety.



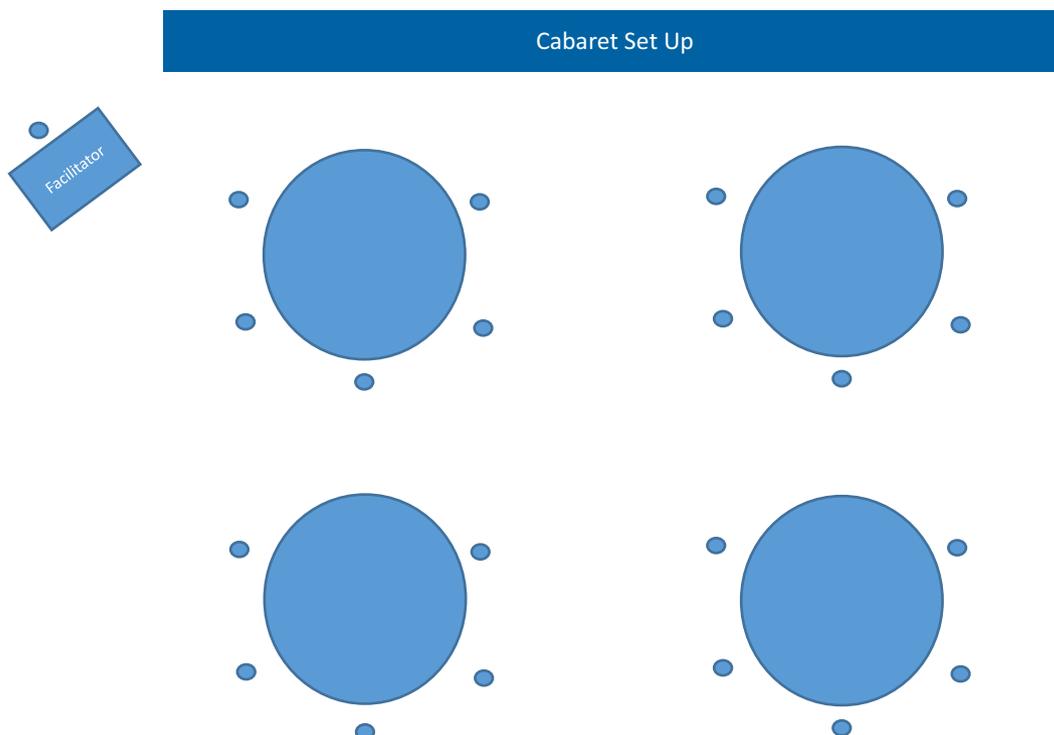
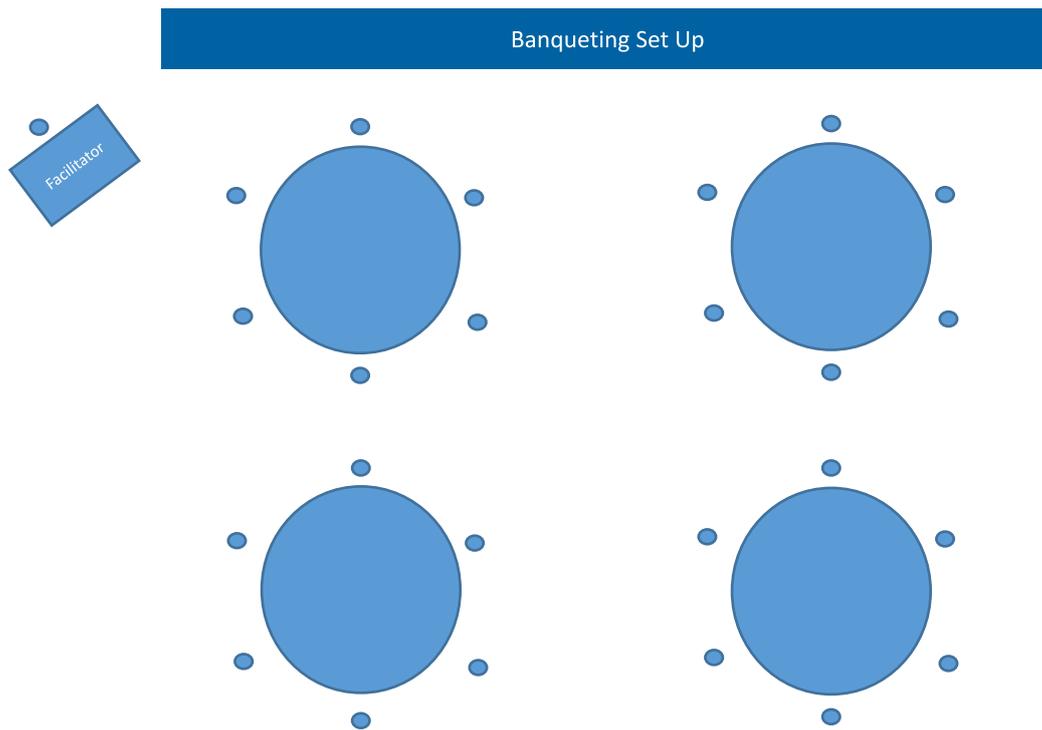
### VENUE SET UP:

- Set ups will be done in such a way to allow for social distancing.
- A classroom set up is what we recommend to adhere to a reasonable social distancing set up, but at your request we are able to do other set ups, which might minimize totals to abide by the social distancing implementation.
- At each seat the delegate will have their own bottled water, with a glass, conference board, writing pad and pen.

**We look forward to hosting your conference with us.**

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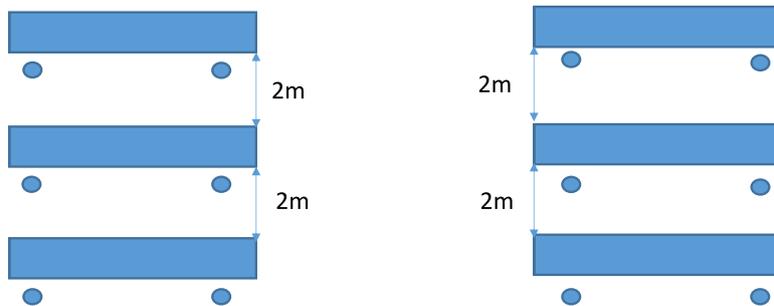
Below are examples of social distancing set ups:



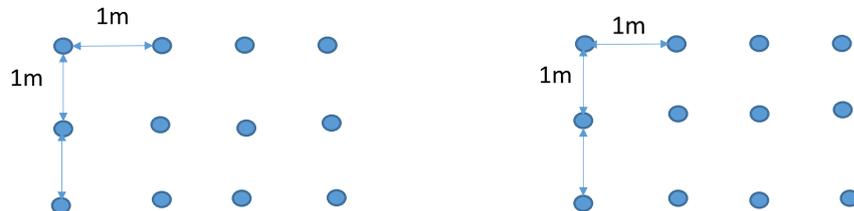
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Below are examples of social distancing set ups:

### Classroom Set Up



### Cinema Set Up



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Below are examples of social distancing set ups:

