



DOCKSIDE GROUP COVID-19 SAFETY PLAN, MAINTAINING A SAFE ENVIRONMENT FOR OUR GUESTS AND EMPLOYEES

*Effective 1 July 2020,
Amended 24 July 2020 – Weddings,*

This outlines our commitments to meet these responsibilities, to provide a safe working environment for our guests, and ourselves, which has been guided by the directives and advice from the NSW Government and the Restaurant and Catering Association.

Wellbeing of Guests in our Venue

Guests should only be in attendance if they are feeling well and do not have any respiratory or COVID-19 symptoms. Venue Management do have the right to refuse entry or request a guest to leave the premise, if symptoms of COVID-19 is illustrated by the individual.

Discourage people who are from an area of high COVID-19 transmission from attending the wedding in person. If the wedding is in an area of high COVID risk or must have guests from a high COVID-19 area then limit the gathering or consider having two separate gatherings with people from higher risk areas in only small numbers.

All staff have been informed that they will not be able to perform their duties in the Venue, if they are feeling unwell or show symptoms. Signage and staff are also in place to relay this to guests. Any staff displaying symptoms will be asked to conduct a test before returning to work.

Specific entrance and exit routes have been assigned to each entry and signs in place where guests are asked to queue. Hand sanitizers are available at each entrance, exit and toilet.

Dockside Group are adhering to the 4 square metre per guest regulation with the capacity of up to 150 Guests (excluding the couple, the persons involved in conducting the service and the photographer and the videographer). Our Venues will be able to accommodate for your event, as we do have other rooms which may be available for the event date. Please be in touch with your coordinator for further discussion.

Guest Registry

Any Guest (inclusive of suppliers) will be required to provide their name and contact details upon guest entry to the Venue, so that they can be used for contact tracing. A digital record must be created within 24 hours. If there is a guest at your wedding who gets diagnosed with COVID-19, public health will ask that you provide this record to assist with contact tracing.

Ample copies of Guests lists are to be displayed in the room to avoid guests from overcrowding in one single area.

We do request clients to have allocated seating for their guest tables with a maximum of 10 Guests per table. Consider seating guests from the same household next to each other, to make it easier to fit



everyone safely together. We are placing the tables a minimum of 1.5 metre apart and ensure that guests are adequately separated in order to avoid unnecessary contact and mingling.

Food & Beverage Service

Service of Food and Beverage is to seated guests only and all share platters are permitted per table of 10 guests. Canapes will be individually presented to guest tables.

Beverage service is only to be served to guest tables unless otherwise indicated by the Venue. This will reduce the movement of guests and the number of surfaces touched.

Entertainment

Solo singing, wind instruments and further band/entertainment can spread COVID-19 if a performer is infected. If these are involved, they are to be put in a section of the room, 3m away from the guests.

Dance floor capacity are to the bridal couple, approximately 4x4m pending room, to avoid crowding and are to be used only for the Bridal couple.

Bridal entry is permitted, ensuring one couple at a time upon entrance to the room & must take their seats whilst waiting for the bride and groom entry.

The bridal waltz and father/daughter and mother/son dance will be permitted.

Throwing of bouquet and garter toss is not permitted.

Cleaning Regime

We have increased our cleaning and hygiene program to ensure our venues are safe for you.

Extensive cleaning prior, during and at the completion of event. Dockside Group will wipe all surfaces, cleaning of bathrooms and all internal and external areas of the Venue.

From all the Management, Sales & Event Teams across Dockside Group:

We appreciate your understanding during this difficult time and want to reassure you that your upcoming celebration with us is one of our main focuses, along with the safety of our guests.

Together we can stop the spread and protect ourselves and community.