

COVID Safe Venue Requirements

The Reef Hotel Casino complex has a site specific COVID plan approved by QLD Health.

The below requirements have been set by the Queensland State Government to protect the health and safety of staff and guests and they are included in all Event Contracts.

Prior to Event

- We request that a copy of the attendees contact information is provided to the hotel in advance including name, email address and mobile phone. These records are for the purpose of tracing COVID-19 infections and will be stored confidentially and securely.

Set Up

- All tables are sanitized prior to placing table cloths
- All chairs are placed as per floor plan and then sanitized
- Requested equipment including whiteboard, flipchart, stage, stage steps etc are sanitized. Markers and pens cannot be shared among delegates.
- Seating in pre-function area removed
- Floor markers and stanchion ropes to ensure social distancing at registration
- Room space as per Covid-19 QLD Government guideline (4sqm per person) and 1.5m social distance between delegates.
- Signs at entry to instruct guests not to enter if they are unwell or have COVID19 symptoms

During Event

- Staff to ensure guests are maintaining 1.5m social distancing
- Hand sanitizer available at entry
- Guests must remain in the same seat
- Food is served in individual portions (no self-service buffets)
- Guests must be seated during food and beverage service