



Marina Café & Bar COVID Safe Fact Sheet - For organisers of private events

Sydney Event Cruises Pty Ltd T/A Marina Café & Bar is a Covid Safe business, as such, in line with government health orders, the following restrictions apply to all guests who are attending a function at our venue.

Please read the below guidelines and restrictions carefully, and sign the acknowledgement at the end of this fact sheet, returning it to Sydney Event Cruises PTY LTD T/A Marina Café & Bar at the same time as confirming your booking. Once signed, we will forward you link which is to be forwarded onto all your guests attending your function, this must be read by all guests prior to attending the venue and serves as the Conditions of Entry.

The below is subject to change, based on current health orders issued, changes to the below will be communicated to you either in writing or verbally, at the time changes have been implemented by NSW Health.

Attending the venue

- We ask that guests attending do not arrive more than 15 minutes prior to the commencement of the function. This will allow our staff to have the area reserved fully set up, avoiding social distancing issues. If you require time to set up decorations prior to the event, please discuss this with our Event Manager at the time of booking (all decorations require prior approval).
- As our venue is located on Cockatoo Island, it is difficult to avoid public transport. We ask your guests to avoid traveling to/from the venue in large groups, where possible. All guests are required to check current restrictions prior to arrival:
<https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules>
Where possible – groups larger than 50 will be encouraged to engage private transport as provide as part of our service, to and from Cockatoo Island. Discounted rates of transfers will apply if booking a function at the Marina Café & Bar.
- Private transfers are available to/from Cockatoo Island by hiring one of our commercial vessels, MV Supercat or MV Ponty. We strongly recommend this, as our venue is located on a public island, which can become very busy and delays can occur for your guests due to current capacity restrictions on the ferry services.
- All guests will be required to check into our venue on arrival. We ask that a guest list is provided prior to the event, so that guests can be easily and quickly checked in. If this cannot be provided, all guests will need to check in on their phones on arrival (QR code) before entering the venue.

- Guests will be refused entry onto the venue if they:
 - Are experiencing flu-like symptoms (sore throat, runny nose, persistent cough, shortness of breath, fever)
 - Have been in close contact with a person who has tested positive for Covid-19 (during the period of time in which the virus is contagious)
 - Are awaiting the results of a test for Covid-19
 - Reside with anyone who is awaiting the results of a test for Covid-19
 - Have returned from overseas travel and have failed to observe the government requirement to quarantine for 14 days
 - Have returned from Victoria or been in current hotspots in the past 14 days

All guests will be temperature checked on arrival and will be required to sanitise their hands before entering the venue.

Social distancing and other social restrictions

- Social distancing of 1.5 meters must be maintained at all times with other guests (anyone outside your immediate household) and our staff.
- No smoking or chewing gum is allowed on this venue, in any area.
- No dancing is allowed (unless a wedding couple).
- No singing or chanting.
- No mingling between tables or seating areas.
- Guests are asked not to request for our staff to take photos for them on their personal devices at this time.

Allocated seating

- All guests are required to remain seated during the duration of the function unless for the following purposes:
 - Going to the bathroom (see below for further information on the bathroom area)
 - In an emergency (please follow directions from staff in this instance)
- You will be asked, during the booking process, if you have a list of your guest to provide to us, outlining the following information:
 - Guests that are part of the same household (1.5 meter distancing does not apply to guests from the same household, as such, they can be seated together without 1.5 meters distancing them from each other)
 - If you have a seating plan already in mind (please note, tables cannot hold more than 10 guests)

The above information will allow us to create a seating plan suitable for your function within current guidelines. This seating plan will be provided to you and can be forwarded onto your guests prior to your scheduled function.

If you are unable to provide a guest list with the information required, we will organise seating to cover the number of guests attending (distanced at 1.5m between each seat), however once a guest selects a seat at the function, they will not be allowed to change seating arrangements.

- Current restrictions allow 1 person per 4 square meters in our venue. This allows a total of 81 guests; however the capacity may reduce where the majority of your guests are not from the same household, due to the reduced number of people that we can seat on each table (1.5m rule).

Bathroom facilities

- Bathroom facilities are provided at the back of our café. Please note, the facilities are provided by the SHFT (Sydney Harbour Federation Trust) and are therefore open to public. If the facilities need to be stocked or cleaned, please advise our Event Manager on duty and they will contact the island rangers to facilitate.
- If queueing occurs at the bathroom facilities, we ask that guests maintain social distancing.

Food and Beverage

- All food and beverages will be served to guests while they are seated by our staff, no guest is to seek service at our bar or cafe at any time.
- Currently all functions require a drinks package to be purchased, bar tabs will not be available. Guests requesting to purchase drinks outside the package selected, can do so, from a designated staff member, who will take their order at their seat and will bring their requested drink to them once obtained from the bar. Payment for drinks purchased outside the package selected, will be done via a portable eftpos terminal, no cash payments will be accepted.
- All functions will also require a catering package to be purchased. Current packages do vary from our regular offerings and have been designed so that individual portions can be provided directly to guests whilst seated. No buffet style packages are currently available.
- Please note, we will be using more single use items during this time, including plastic and paper products. At no stage will staff accept and fill keep cups or personal drinking bottles from guests.
- All rubbish will be collected by our staff from the tables; this is to reduce the risk of bin lids becoming high touch surfaces by multiple people.

Guest hygiene

- All guests are to maintain good personal hand hygiene by washing their hands regularly and thoroughly and/or using hand sanitiser.
- Maintain good respiratory hygiene by coughing or sneezing into their elbow or tissue, and then disposing of tissues immediately.
- Avoid contact with our staff and other guests not within their immediate household (do not touch, shake hands, hug or kiss).
- Advise a staff member immediately if they notice an area in the venue requires cleaning and sanitising.

Leaving the venue

- Guests are asked not to remain outside our venue once the function has finished, please do not gather in groups, and maintain social distancing.

Acknowledgement

I _____ confirm that I have read and understood the above Covid Safe Fact Sheet which outlines the current restrictions and guidelines, that will apply myself and to all my guests attending my function at the Marina Café & Bar, operated by Sydney Event Cruises PTY LTD, on the date of ___ / ___ / ___

I agree, once my booking has been confirmed, that I will take responsibility of forwarding on the information provided by to me by Sydney Event Cruises PTY LTD T/A the Marina Café & Bar to send to my guests attending my function in relation to Conditions of Entry in to the venue, as well as any updates sent in regards to any changes made by NSW Health.

I understand that the current guidelines and restrictions outlined in this fact sheet are subject to change, based on current health orders issued by the government and NSW Health.

I confirm, if signing on behalf of a business or organisation, that I am authorised to sign this document on behalf of the said business or organisation.

Name: _____

Business/Organisation (if applicable): _____

Signature: _____

Date: _____

Witness Name: _____

Signature: _____

Date: _____