

# THE GREEK CLUB

## Important information for your event

### What we need from you:

- On the day of the event or prior, we will need you to provide a list of every guest attending. For each guest, this information must include:
  - Full name
  - Phone number
  - Email address (residential address if unavailable)
  - Date and time period of patronage.

Contact information of all guests and staff will be kept for 56 days.

To save time on the day of the event, we strongly recommend collecting guests details before the event, rather than when they are arriving when possible.

- In regard to the event seating plan, it is government legislation that all groups seated together on the day of the event have been in the same social environment as one another in the last 14 days, this means they must all be known to each other, please keep this in mind when creating the seating plan.
- Dancing, mingling and standing is not permitted in COVID safe venues. All guests at the event must remain seated whilst consuming food and beverage and adhere to social distancing regulations, please ensure your guests are informed of these rules.
- All guests attending must adhere to maximum area capacities (such as bathrooms, foyers, balcony and pre-function areas). Signage with maximum capacity numbers will be displayed for guests' reference.
- If other COVID-19 cases are identified in Queensland, we will need you to confirm that no guests that have attended an event at The Greek Club had previously visited a HotSpot. A public health officer may request our venue to immediately supply patron and staff details for contact tracing purposes.

Failing to do this may result in a \$6,672 fine but the health and economic risk for Queensland is much higher.

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## What we are doing to keep you safe:

- Where possible, barriers, signage and floor decals are used to direct traffic to and from the service area reducing crossover of traffic flows (i.e. an in and out for service) and ensure any queueing guests are physically distanced.
  - Hand sanitiser is available on entry to the venue, and where possible, supervised and offered by staff during the event.
  - Furniture settings are distanced appropriately to reflect current CHO Directions on physical distancing.
- All communal items such as water stations/jugs, coffee stations are removed from these areas. All beverages are served individually to guests.
- Regular and systematic cleaning of all food service areas, all equipment, serving vessels and other touchpoints.
  - Cleaning and hygiene measures are always strictly adhered to. Measures in place are based on CHO and Work Health and Safety Queensland Guidelines in terms of types of cleaners used, how they are used and the frequency they are to be used to ensure best practice sanitation and control measures.
  - Adjusted service methods and techniques to maximise the distancing between staff to ensure it is safe and practical. This will also minimise the time that staff are in close contact with guests. Where it is practical and safe to do so, we have reviewed tasks and processes that usually require close interaction and modified these to increase physical distancing between staff and guests.
- Staff are trained in all COVID safe measures and are empowered to supervise and enforce all aspects of our plans to ensure we are a COVID safe venue.

Yours Sincerely,

Louise Sugars

General Manager

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