

## ***COVID-SAFE EVENTS***

### **TILLEY & WILLS EVENT SPACES**

Inline with Government regulations, and in consultation with our industry body, we are delighted to announce we are now taking bookings for up to 150 guests at our venues. Tilley & Wills have developed a COVID-Safe strategy to cater for a number of events and social activities which are organised, held or funded by a business or organisation for its staff, clients or stakeholders. Examples of events which are permissible under these guidelines include, but not limited to, Melbourne Cup events, Christmas parties, school events, sports club and charity events.

The safety of our staff, you and your guests, is and always will be, of the utmost importance to us. The following options for your next event have been designed to deliver peace of mind, whilst ensuring the safety and wellbeing of your guests and the broader community.

Speak to us today about hosting a COVID-Safe event with us at The Buena, Greenwood, Verandah Bar or Clovelly Hotel.

#### **COVID-Safe Event Requirements:\***

- Each event requires a unique NSW Government COVID Safety Plan. Our Events Manager will work with you to develop this plan
- All guests must remain seated whilst eating or drinking, and mingling or changing tables is not permitted
- Table sizes are limited to current capacities
- All guests are required to sign in at entry, with details retained for 28 days (NSW) and 56 days (QLD), in accordance with Government regulations
- Any staff who are unwell must be excluded from attending the event, and virtual attendance, where possible, should be encouraged. We will work with you to provide the necessary set up and equipment
- Room capacity is 1 per 4sqm – our Events Manager will guide you on the most suitable space for your event
- Event capacities are limited to 150 guests, and inline with room capacities
- If your event or conference has multiple sessions, we ask that you stagger the start and finish times to prevent crowding at entry and exit points

\*Further detailed requirements will be outlined in your event's COVID Safety Plan. Additionally, the venue's COVID-19 Safe House Policy can be found on their website.

**Event inclusions:**

- COVID-19 room clean completed with Vira San Hospital Grade cleaner prior to your event
- Exclusive use of function room and bar
- Dedicated bar staff, hosts, servers and waiters, all trained in infectious diseases
- Designated hygiene marshal
- Hand sanitiser stations available at entry point
- Hand sanitiser available at each table
- Audio Visual Equipment (subject to venue)

**Optional Additions:**

- Face Masks – staff
- Face Masks – for guests
- Single use disposable cutlery, glassware, and/or plates
- Table service (drinks)
- Additional sanitiser stations
- Additional Hygiene marshal
- Personal sanitiser bottles
- Table Service (food)

**Catering:**

- All food will be served to guests at the table, and guests are to remain seated whilst eating and drinking
- Canapés will be served on platters with serving utensils, and each guest will have their own side plate, cutlery and antibacterial wet wipe
- Sit Down catering service will provide each guest with their own plated meal and cutlery

**Tilley and Wills measures currently in place:**

- All Staff have completed Australian Government Dept. of health online training in infectious disease
- Regular training of best workplace practices with implementation of additional measures on COVID safe house policy
- All venues registered as COVID-19 Safe businesses
- Consistent monitoring of State Government health regulations

Each venues full COVID-19 Safe House Policy can be found on their website.

**Client Requirements:**

- NSW Government COVID Safety Plan to be filled out by client and returned to your Event Manager
- Completed Function Booking Form







**Verandah Bar & Social Restaurant**  
55-65 Elizabeth Street, Sydney NSW 2000

FUNCTIONS PACK



**Greenwood Hotel**  
36 Blue Street, North Sydney NSW 2060

WEBSITE

FUNCTIONS PACK



**The Buena**  
76 Middle Head Road, Mosman NSW 2088

WEBSITE

FUNCTIONS PACK



**Bistro Mosman**  
76 Middle Head Road, Mosman NSW 2088

WEBSITE

FUNCTIONS PACK



**The Clovelly Hotel**  
381 Clovelly Road, Clovelly NSW 2031

WEBSITE

FUNCTIONS PACK



**OPENING OCTOBER 2020**

**The Prince Consort**  
230 Wickham Street, Fortitude Valley QLD 4006

WEBSITE

## FUNCTIONS BOOKING FORM

PLEASE COMPLETE AND RETURN TO [FUNCTIONS@TILLEYANDWILLS.COM](mailto:FUNCTIONS@TILLEYANDWILLS.COM)

FUNCTIONS DAY & DATE:	
COMPANY:	MINIMUM SPEND:
OCCASION:	DEPOSIT AMOUNT:
NO. OF GUESTS:	SECURITY:
ARRIVAL TIME:	
CONTACT NAME:	
EMAIL:	
MOBILE:	
HOW DID YOU HEAR ABOUT US?	

In submitting this booking form, I acknowledge and declare that the booking being made is one which meets the definition of a "corporate event" under the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020, being an event, hospitality or social activity organised, held or funded by a business or other organisation for staff, clients or stakeholders". I further acknowledge and declare that the details I have provided to the venue in booking this event regarding its nature and meeting of the above definition are true and accurate to the best of my knowledge.

I confirm that I will complete and return a COVID-Safe event plan to the Functions team at Tilley & Wills and if I don't the event won't go ahead.

**TERMS & CONDITIONS:** To secure your function, a signed booking form and a \$300 deposit are required. Care will be taken to allow tentative bookings time to confirm. If the minimum spend is not met, the difference may be charged to the patron. Catering payment is required 7 days prior to your event. Payment is accepted via Bank Transfer or Credit Card. Tilley & Wills requires notice if any minors will be in attendance. Additional security may be required at the cost of the patron. Subject to Special Note 1, cancellation within fourteen days of the function booking will result in the loss of the deposit in full.

**SPECIAL NOTE 1:** If a confirmed booking is cancelled by a function organiser or Tilley & Wills due to a COVID-19 related event (to be determined at Tilley & Wills sole discretion) the function organiser's deposit will be refunded in full. If a confirmed booking is varied (particularly for a reduction in function guest numbers) by a function organiser or Tilley & Wills due to a COVID-19 related event (to be determined at Tilley & Wills sole discretion) the booking may be varied accordingly, without charge to the function organiser.

<b>METHOD OF PAYMENT:</b> <i>Note - catering must be paid 7 days prior to function. Bar tabs may be prepaid, or paid on conclusion of function.</i>	
<b>CREDIT CARD DETAILS:</b> Cardholder Name: Card Number:	
Card Type:	Expiry Date:
I/We agree to the Terms & Conditions outlined above	
Name & Title:	Date:
Authorised Signatory:	