

# EVENTS UNDER THE COVID-19 PROTECTION FRAMEWORK

The TW Events & Incentives team is committed to ensuring our valued guests continue to feel safe. Events held within our venues are subject to regulations using the COVID-19 Protection Framework – otherwise known as the Traffic Light System.

Under the traffic light settings, events can proceed as planned. However, under the red light, these are subject to a 200-guest limit within our indoor venues.

## AT OUR VENUE BUSINESS EVENTS GUESTS MUST

- Ensure guests wear a mask when entering, walking around and exiting the venue
- Plan and follow hygiene procedures, such as the provision of hand sanitiser
- Ensure any food and beverage supplied follows Government-directed guidelines.

## WHAT GUESTS CAN EXPECT FROM US

### HYGIENE AND CLEANING STANDARDS

Maintaining good personal hygiene is our first line of defence when it comes to protecting ourselves – and others – in the face of COVID-19. Hand sanitiser will be available for all guests to use, guests should ensure they thoroughly dry their hands using the hand dryers or paper towels supplied within our facilities, and high touch areas will be frequently cleaned.

### SOCIAL DISTANCING

Guests no longer need to physically distance within their defined space. Guests may mingle and dance. We must however ensure there is enough space in the hired room for your group to maintain social distancing of one metre. If you wish, please advise your venue liaison and we can accommodate this in our event layout if desired.

### MASK WEARING

Red and orange lights: masks are required in any spaces where guests may encounter others outside of their group. Please wear a mask when entering, walking around or exiting our venues. This includes communal spaces within our conference facility upstairs at Bill Richardson Transport World. Once guests are inside their hired event room, the use of face masks is encouraged but not mandatory.

Green light: Masks are not mandatory however, their use indoors continue to be strongly encouraged.

### VACCINATION PASS REQUIREMENTS

Until 5 April 2022, TW Events & Incentives will continue to check guest's vaccination status upon arrival to our facilities using the My Vaccine Pass process. This policy does not apply to children aged under 12 years. From 5 April 2022, vaccine passes will no longer be required for entry into our facilities.

We will continue to adhere to advice and regulations as directed by the Government. We will continue to review TW Events and Incentives' policies as the Covid-19 environment evolves. This information is subject to change and will continue to be updated.

### CONTACTLESS PROVISION OF FOOD AND BEVERAGE SERVICES

TW Events & Incentives and our catering partner, MASH Catering, will continue to take all practicable steps to ensure that you are safe during our food and beverage service. However, if you are more comfortable with contactless food and beverage service, this is possible – please discuss this requirement with your venue liaison.

We will continue to review TW Events & Incentives' policies as the environment evolves. This information is subject to change and will continue to be updated. Thank you for your continued support of TW Events & Incentives. We look forward to welcoming you to our venues soon.