

# COVID-19 CLIENT REQUIREMENTS FOR PROCEEDING FUNCTIONS

AS AT 23.06.21

Luna Park Venues (LPV) is taking a highly precautionary approach to manage the spread of COVID-19 in line with the latest National and Local health advice.

Whilst there are ongoing restrictions in place in relation to COVID-19 issued by NSW Government, Luna Park Venues has the following COVID-19 specific requirements to ensure the safety of your guests and staff for your upcoming function. Luna Park Venues is a COVID-19 Safe Registered Business with an extensive COVID-19 Safety Plan.

LPS is operating under the current NSW Government NSW Public Health (COVID-19 Gathering Restrictions) Order No. 2 2021 as of 1<sup>st</sup> June 2021. From 22<sup>nd</sup> June 2021, additional restrictions affecting Greater Sydney have now been advised with the Public Health (Mandatory Face Covering) Order (No.2)2021.

**Event Organisers need to be aware of the following details, when planning their upcoming events.**

- All guests must bring ID with them on the day of the event

## Conditions of Entry

All guests must declare the following prior to coming to site:

- I have not travelled overseas within the last 14 days with the exception of travel from New Zealand on a Green Zone Flight and have been in New Zealand for the past 14 days prior to travel.
- I have not attended a COVID-19 case location at the relevant date/time as indicated on State Government websites such as for NSW - <https://www.nsw.gov.au/covid-19/latest-news-and-updates#latest-covid-19-case-locations-in-nsw>
- I am not showing any signs and symptoms of COVID-19 being fever (above 37.5 degrees Celsius), flu like symptoms, coughing, sore throat or headache.
- I understand that if I have an elevated temperature (febrile) then I will not be permitted to remain on site.
- I have not had close or casual\* contact with a person who has been confirmed with COVID-19.
- I am not awaiting results of a COVID-19 test.
- I will follow Luna Park Sydney's directions regarding hand hygiene while on site, including sanitising my hands prior to commencing my visit.
- I consent to having my temperature checked as a condition of entering Luna Park Sydney.
- I will notify Luna Park Sydney if any of the above change upon the day of visiting.
- I will follow good hygiene practices while onsite as outlined below.

Luna Park Venues has adopted the Service NSW QR Code for event entry. We ask that Event Organisers advise guests to download the Service NSW App prior to attending the event. All guests will be asked to have this available on their phone and to scan on entry. Luna Park staff will check the confirmation screen for guests to receive entry into our venues.

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## Help us keep COVID-19 safe

When visiting our site, please observe the following good hygiene practices to reduce the risk of infection with COVID-19:

- Sanitise your hands when entering the site and at regular intervals:
  - Wash your hands regularly for 20 to 30 seconds
  - If soap and water is not available, use an alcohol-based hand sanitiser
  - Hand sanitiser does not replace washing your hands after using the bathroom
- Avoid touching your eyes, nose and mouth
- Cover your mouth and nose when coughing and sneezing with a tissue or cough into your elbow
- Dispose used tissues into a bin immediately and wash your hands afterwards
- Practice social distancing:
  - Keep a distance of 1.5 metres between you and other people
  - Avoid shaking hands or any other direct physical contact

\*Casual contact is having been face-to-face for less than 15 minutes, or in the same closed space for less than two hours with someone who has been diagnosed with COVID-19 when that person was infectious.

\*\*Close contact is having been face-to-face for at least 15 minutes or been in the same closed space for at least two hours, with someone who has been diagnosed with COVID-19 when that person was infectious.

To enter Luna Park Venues, you must acknowledge the above conditions of entry. A Luna Park Venues staff member will take your temperature. This will act as the acknowledgement of conditions. On the day of the event, these guidelines will also be available to view upon guest registration.

To comply with NSW Legislation, Luna Park Venues will ensure that there is a QR Code to register guests, suppliers and others onsite who are attending or involved in the event, including full name, phone number and/or email address to be used only for contact tracing in the event of a positive COVID-19 diagnosis. Any information held by Luna Park Sydney will be kept secure for a minimum of 28 days.

Luna Park Venues will be encouraging staff & guests of the COVID-19 safe app and the benefits of the app.

NSW Health will have the full cooperation of Luna Park Venues in the event they are contacted in relation to a positive case of COVID-19 and notify SafeWork NSW of any case that present.

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## **Messaging**

Event Organisers should provide messaging to all guests advising if they are not well or displaying any COVID-19 symptoms, they should **not** attend the event and recommend that they seek medical advice.

Event Organisers should also message guests with regards to changed conditions of entry, recording of information, good hygiene practices and encourage use of the COVID-19 App for further information.

For guests attending functions at Luna Park Venues, it is no longer mandatory to wear a face mask when indoors, however Luna Park encourages guests to wear face masks when guests are unable to maintain social distance with other guests. Although, again, it is not mandatory to wear face masks while attending a function.

## **Maximum Capacities in Venues**

### **Corporate Events**

All venues will be capped at the maximum capacity based on the 2 square metre ruling of NSW Department of Health.

Dance floors are permitted for Corporate Events.

### **Weddings**

All venues will be capped at the maximum capacity based on the 2 square metre ruling of NSW Department of Health.

Dance floors are permitted for Weddings.

### **School Graduations and School Formals**

All Greater Sydney venues will be capped at the maximum capacity based on the 2 square metre ruling of NSW Department of Health.

Dance floors are now permitted for School Graduations and School Formals.

Capacities for 2 square metres for each venue as below:

- Palais = 120 pax
- Sonar = 73 pax
- Grand Ballroom = 396 pax
- Crystal Ballroom = 214 pax
  - o Crystal Ballroom deck = 65 pax
- Sunset Room = 152 pax
  - o Sunset Room deck = 65 pax
- Ted Hopkins Room = 154 pax
- Big Top Auditorium = 748 pax
- Big Top Foyer 1 = 150 pax
- Big Top Foyer 2 = 184 pax

Please note: Although the numbers above are the total capacity based on 2 square metres for each venue, due to social distancing required between tables the capacity of each venue may alter dependent on venue set up.

Please speak to your Event Manager to arrange draft floor plans for your event.

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## Floor plans in relations to above capacities for Venues

All floor plans will now display social distancing of 1.5 metres between tables where possible.

## Social Distancing

To avoid overcrowding in foyer areas, entry and exits will now be nominated for venues. For example, if you are in Crystal Ballroom, entry will be via Crystal Ballroom deck area and exit via Foyer 1 of the Crystal Palace.

## Escalation procedure of non-compliance to COVID-19 safe practices

If guests refuse to comply with LPV requests to maintain COVID-19 safe practices, this will be escalated to security and the guest may be requested to leave the premises.

Guests not complying will be reminded that abiding by COVID-19 safe practices are a legal obligation as issued by Government Authorities.

Any instances where a guest becomes aggressive or abusive in response to a request by LPV staff, will be escalated to security and NSW Police will be notified.

## Hand Sanitiser Stations

These stations will be available on entry, exit and within all venues for guests to use.

## Signage

Signage is displayed at entry, exits and bathrooms to remind all guests about social distancing and good hygiene practices that should be followed at all times.

## Cleaning

Luna Park Venues has dedicated staff members assigned to clean high touch areas and bathrooms to ensure that these areas remain clean and sanitised during your event.

## Safe Food Service

- All staff are required to wear face masks in indoor venues.
- Guests are required to wear a face mask, when not eating or drinking in indoor areas.
- Alcoholic beverages and food may be consumed by guests who are standing and who are seated, both indoors and outdoors.
- Mingling is discouraged and guests should observe social distancing as much as practically possible.
- Contactless (cashless) transactions only and where pre-arranged.