



BANQUET PROTOCOL: as of DATE (to specify once requested signature of client)

(Guidelines below are the given recent mandate by the government)

- I. **Guidelines under Alert Level #1** – Ages 18 and above are allowed upon presenting of Vaccination Cards. *If invited guests are not yet vaccinated, they are to present an RT PCR negative result done 2 days prior event before being allowed entry.*
- II. **No Vaccination card, No entry for guests and suppliers 18 years old and above.**
- III. Children ages 17 years old and below are no longer required to present a vaccination card or RT PCR / Saliva Test Results.
- IV. Temperature check and Health Declaration via STAYSAFE.PH for employees and guests is required.
- V. Guests must always practice social distancing. Face mask must be worn at all times inside/outside the function room. The management has the right to decline service to any guest not following safety health protocols.
- VI. Signage must be placed in visible and high traffic areas to remind guests of the minimum health safety protocols.
- VII. Staff will be required to wear face mask at all times.
- VIII. All equipment is sanitized before and after use.
- IX. Frequent cleaning and sanitizing of all fixtures and facilities.
- X. High touch points and shared objects are sanitized frequently (ie elevator, function room door knobs, stair handrail; bill jacket, pens)
- XI. During plated service, banquet staff will wear vinyl gloves and face mask. For managed buffet service, banquet staff assigned will wear same health and safety protection gears.
- XII. Reduce seating capacity based as a Multi-Purpose Hotel with Safety Seal Certification for indoor events and outdoor events at 100%
- XIII. For back-to-back or same day events, we have allotted four (3) hours interval for proper disinfection of the said function room.

Sales Manager
Date:

Clients Name and Signature
Date: