
MTCC – SAFE Procedures for Self-Catered Groups – Covid19



Name of Group..... Event Date

The guidelines and risk register supplied by Mt Tamborine Convention Centre have been compiled from direction provided by State and Federal Governments, as well as industry peak bodies, and are designed to provide a safe place for and care for the wellbeing of Mt Tamborine Convention Centre staff, guests and contractors during the COVID-19 pandemic. Self-catered groups are not exempt from these guidelines and must ensure that your event follows MTCC’s COVID-19 Safe Procedures which can be found at www.mtcc.org.au.

In addition to the above, self-catered groups must:

- On your Fire Register provide name, contact number and email address of ALL people that are onsite at any time during your stay
- Physical distancing is to occur as in MTCC Covid Safe Risk Register and as per property signage
- Dining rooms are to be cleaned as per MTCC – Safe Cleaning Procedures Covid19
- Frequently touched surfaces including tables, benchtops, handrails, and door handles are to be cleaned regularly (at least once daily). This includes bedrooms, bathrooms, toilets, meeting rooms and the kitchen.
- Bins are to be emptied regularly (at least once a day)
- Food Service –
 - All plates, cutlery and utensils are to be washed in the dishwasher.
 - Food is to be plated by a minimum number of people who have taken the appropriate food safe steps before serving. **NO SELF SERVICE ALLOWED.**

On behalf of the above named group, I have read and understand the MTCC’s COVID-19 Safe Procedures for hire of the venue and agree to these conditions and accept that it is my responsibility as camp coordinator to see that they are adhered to.

Name:

(Group co-ordinator)

Signed: Date: