

# VOCO®

AN IHG® HOTEL

## St. David's CARDIFF



## It's all in the detail

### IMPORTANT INFORMATION FOR OUR WEDDING COUPLES

We have received guidance within this document as to how wedding ceremonies and breakfasts will be able to take place going forward. All of these are subject to change if there are more updates released and we will inform you of any changes as soon as we become aware.

Further to the government's announcement and moving to alert level zero, as a business and venue the onus has now been placed upon the hotel to ensure we have a Covid risk assessment and measures in place to minimise the risk of transmission and spread of Covid-19.

Though social distancing has been removed as a legislative measure, this still remains a key part of our risk assessment to keep both our guests and teams safe.

As part of a detailed risk assessment, the maximum capacities of our rooms are still restricted in order to legally abide by the measures as set out in our risk assessment.

These limits are constantly under review and amended in light of the further government advice and law.

Roald Dahl Suite	Dylan Thomas Suite
80 Based on 8 tables of 10 & dancefloor	100 Based on 10 tables of 10 & dancefloor

## Ceremony

A marriage/civil partnership is a public event and therefore staff and guests will be required to wear a face covering throughout the ceremony unless they are exempt. This includes all venue staff and suppliers. The only exception is for the couple when walking down the aisle, during the vows and kiss.

## Evening Buffets

To minimise the risk of large groups congregating in one area, guests will be invited up to the buffet table by table.

## Dancing

Dancing is now allowed to take place during an evening reception.

## Bar

Guests are now able to order drinks by visiting the bar designated to the event. We would ask that guests refrain from using the hotel public bar.

## Suppliers

All suppliers will need to provide the hotel with an up-to-date public liability insurance certificate and a Covid-19 risk assessment for our venue. If a supplier is unable to provide this, unfortunately they will be unable to provide their services at this time.

In your final details meeting, we will require contact details for all suppliers so that we can obtain the above information.

## Other Restrictions

We will require all guest's contact details to be forwarded to us ahead of the day to ensure they are logged onto our track and trace system. This can be provided in your final details document.

The wedding rooms will be set up as a one-way system to ensure smooth flow of guests through the area.

If guests are in public areas of the hotel such as the toilets or reception, face masks will need to be worn.

We appreciate this could cause some frustration, please be assured the hotel wants to get back to normal as soon as possible however we need to ensure that our business operations are both safe and legal.

Please reach out to your wedding coordinator to discuss how the hotel's policies and procedures may impact your wedding arrangements.