



SAFETY MEASURES

DURING YOUR MEETING OR EVENT

As part of **Safely Together by Martin's Hotels**, we have created new Meeting & Events protocols to ensure that your next event, meeting or group booking meets the new standards for safety, health and minimum distance requirements.

The **entire event organization** was reviewed for the safety of guests, participants and employees. Some services have been adapted and that is why all the Martin's Hotels teams are ready to help you in the best possible way so that you and your guests can continue to enjoy unforgettable experiences in our hotels.

Together we can defeat this virus!



1. GENERAL PROTOCOLS

We ask each participant to wear a mask:

- In public areas
- In the meeting rooms
- In the restaurant, unless you're sitting at the table...
- In halls and rooms where meetings can be held for up to 200 people



Our meeting rooms are equipped to meet the requirements of distance and to ensure that each participant has his or her own necessary space.

- Meeting rooms and break rooms are cleaned, disinfected and ventilated after each event and during each break.
- We ensure that disinfectant is available at several locations in the hotel and the counters are protected by a transparent screen.
- At least one person who is part of the event organization must leave us his or her contact information in case a tracing is necessary.



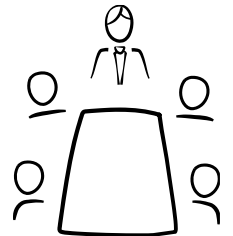
Food & Beverage

- Coffee, water and other break items are individually and sustainably packaged.
- Participants' tables and chairs are placed at a safe distance from each other and we provide creative and individual lunch baskets.
- If a meal is planned in the restaurant, please refer to our restaurant safety protocols.



2. MEETINGS & TRAININGS

- In the scheduled meeting room **for participants from the same company** who meet as part of their professional activities:
 - Each participant has a personal space
 - 1,5m distance or safety screen between tables
 - Mask required for all movements in the room
 - Presence of disinfectant gel in the room
 - No hotel staff present in the meeting room
 - 200 participants maximum (an authorization for a larger number can be requested from the local authority).
 - A responsible person must be designated to monitor compliance with security measures.
 - Contact details of at least one member of the organizing team.
 - Company must register and keep contact details of all participants for at least 14 days after the event.
- In the scheduled meeting room for **participants who do not know each other** if there is interaction between participants:
 - Same as mentioned above, but a maximum of 100 participants. An authorization for a larger number can be requested from the local authority.



3. GROUPS, CLUBS AND SPORT ASSOCIATIONS

- **For activities organized, in particular by a club or an association:**



- Maximum 50 participants
- Always have a trainer or adult supervisor present.
- Their own protocols will be applied
- A responsible person must be designated to monitor compliance with security measures.
- At least one member of the organization must leave his or her contact information in case a contact search is necessary.
- The organization must register and keep contact details of all participants for at least 14 days after the event.



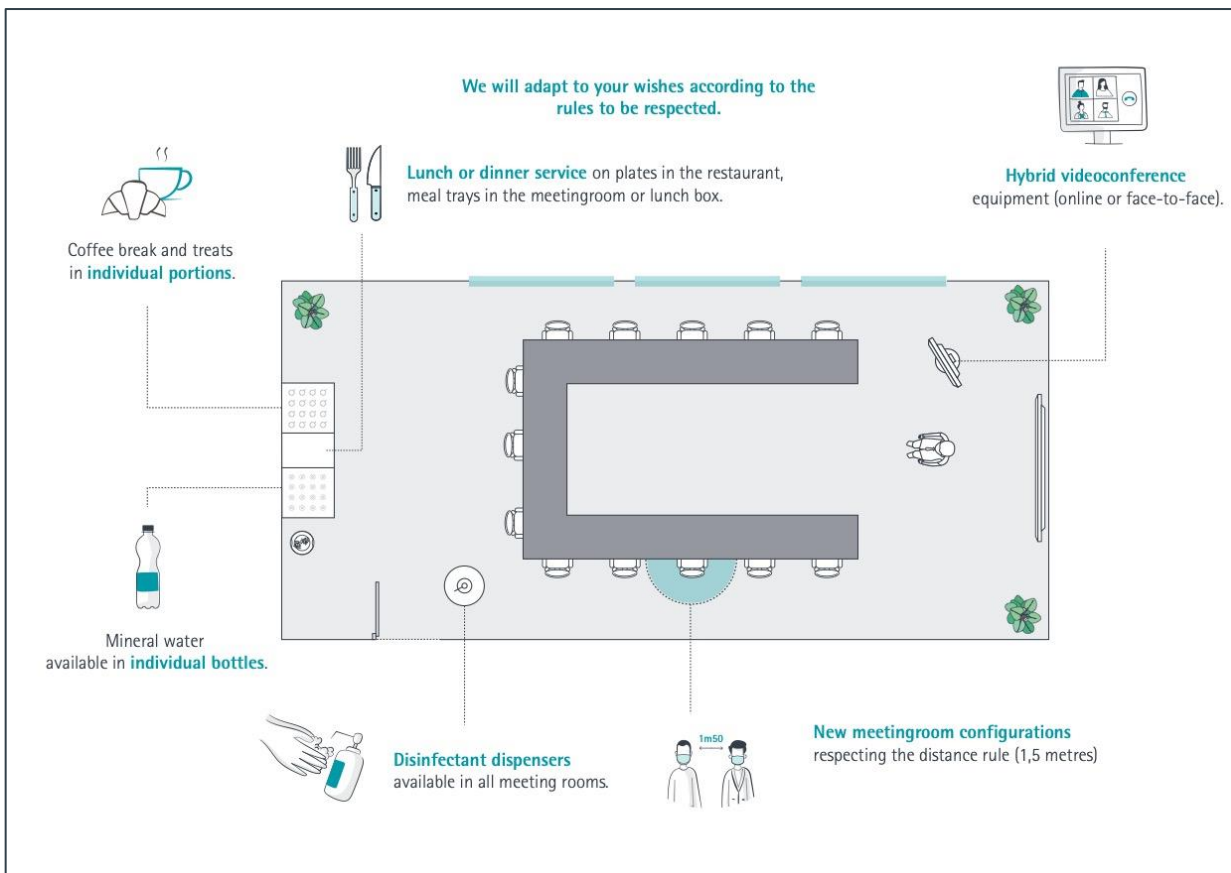
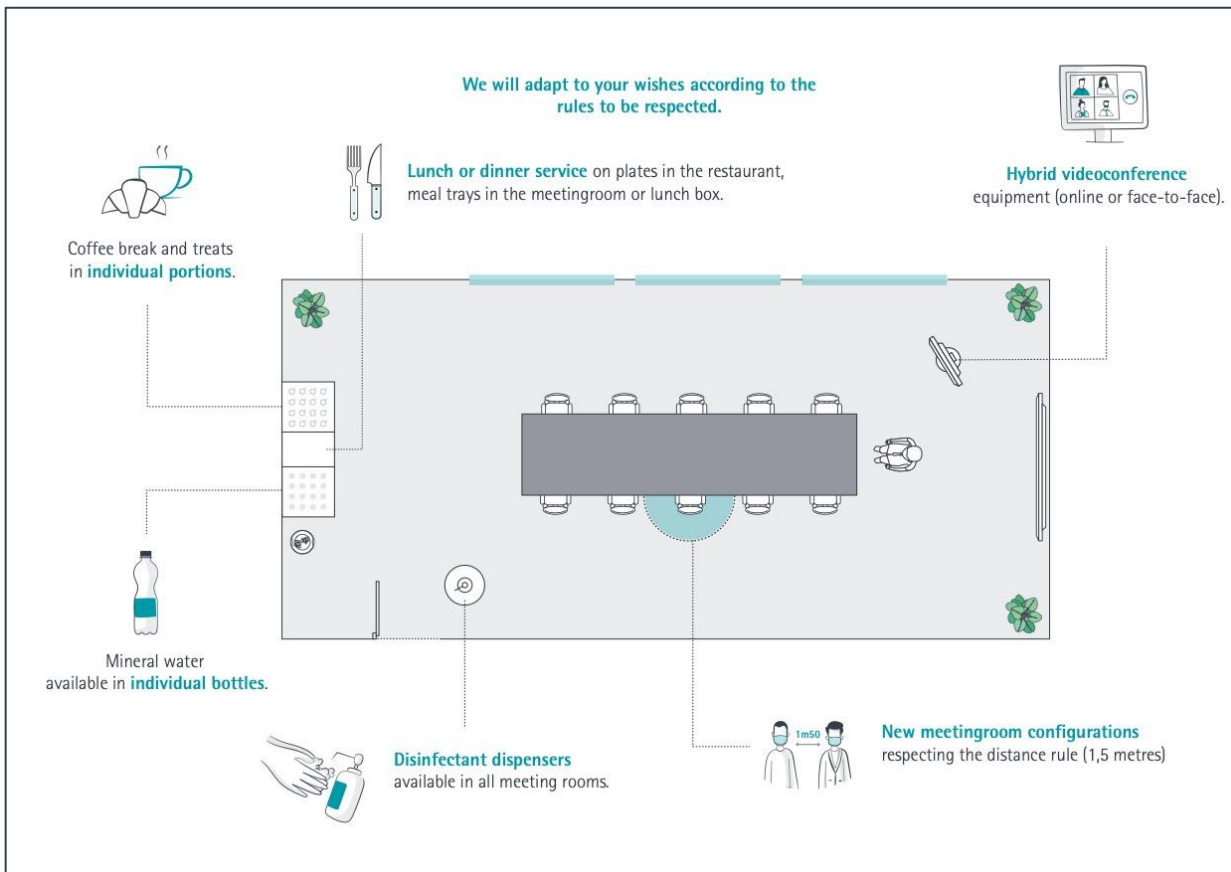
4. WEDDINGS AND OTHER PRIVATE EVENTS

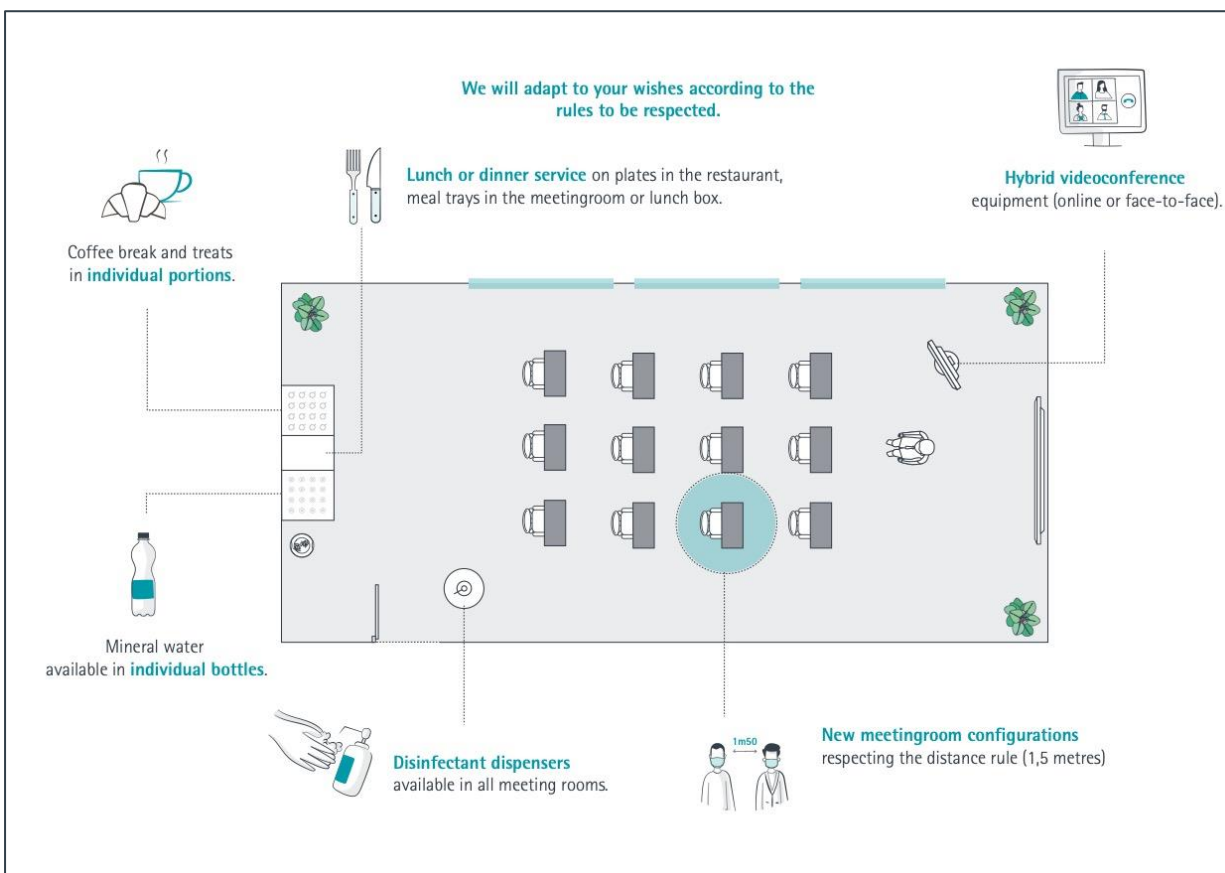
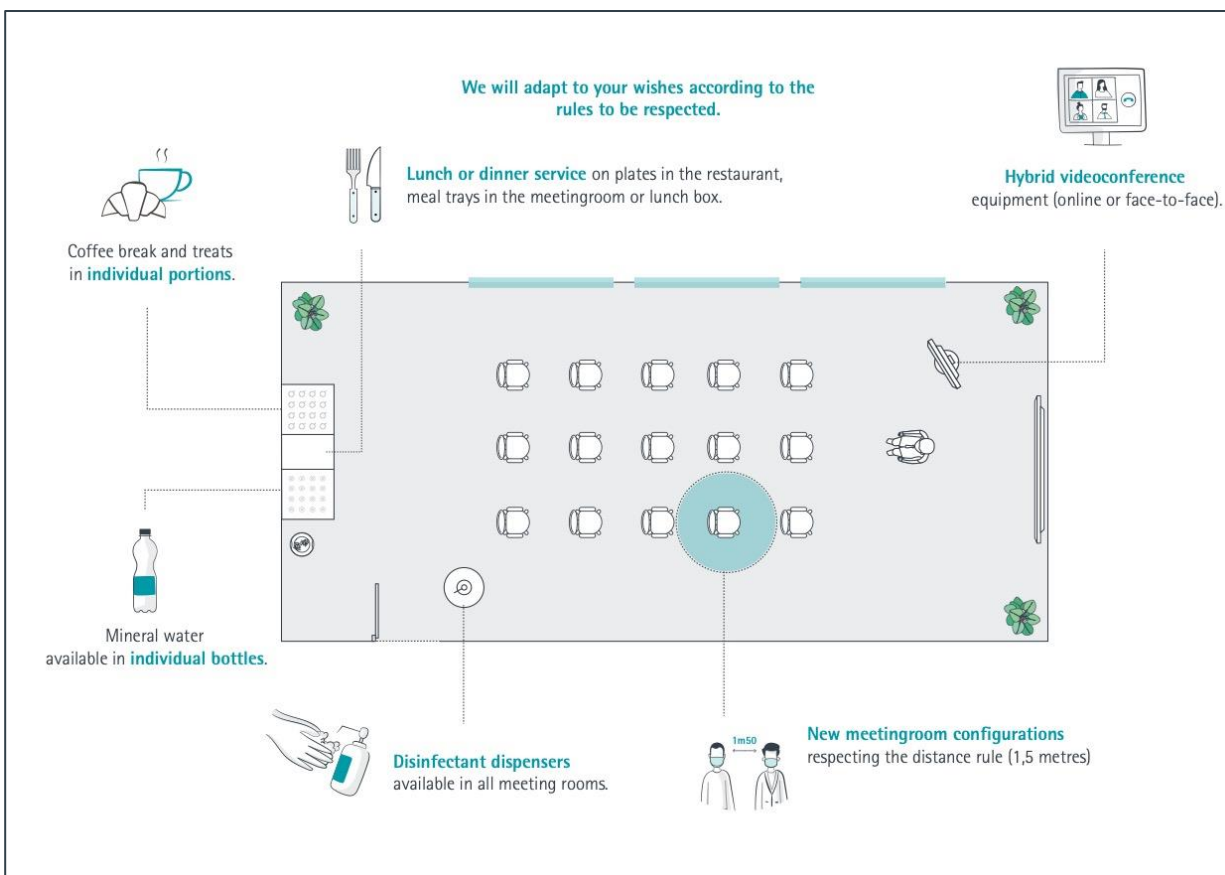
- For meetings, receptions and banquets of a private nature such as family or friends' gatherings, for which it is not possible to respect social distance:

- Maximum 10 people, not including children under 12 years old (exception for a funeral meal: maximum 50 people)
- If a meal is planned, please refer to our safety protocols for catering in our restaurants
- The organization of a dance party is currently prohibited...
- At least one member of the organization must leave his or her contact information in case a contact search is necessary.
- The organization must register and keep contact details of all guests for at least 14 days after the event.



5. MEETING ROOM EQUIPMENT





6. ROOM EQUIPMENT

