



## COVID-SAFE MEETINGS







## YOUR SAFETY, WHEN YOU MEET, IS OUR PRIORITY.

To assist with your planning, we've put together this guide to reflect changes to our meeting and event experience based on the latest government regulations.

### AS AT 90% FULLY VACCINATED\*

- No capacity or density limits applies for fully vaccinated attendees (12yrs+)
- Vaccination status checked upon arrival
- No requirement for masks to be worn indoors
- No requirement for seated service – your Event Manager will work with you to determine the sequence of service for your event. The recommendation may still be for breaks to be served within your meeting room or on staggered break periods to safely manage other events in-house
- No requirement for seated breaks

\*Subject to change based on government regulations.



## WILL EVENT STAFF BE VACCINATED?

We recognise the importance of community-wide vaccination in getting our country moving again. While IHG is not mandating vaccinations for all hotel employees, all Hotel colleagues are required to be double vaccinated in accordance with the Victorian Government public health order.

## HOW WILL YOU MANAGE DELEGATE VACCINATION CHECKS?

We understand that your delegates may not arrive at the same time. To help ensure your event runs to time, we ask that a list of all attendees be provided to your Event Manager 24 hours prior to your event for our team to cross check upon arrival in order to support our COVID-Safe procedure and check vaccination status.

## WHAT IF I AM UNABLE TO DISCLOSE MY VACCINATION STATUS?

As per government direction, without proof of vaccination we are unable to welcome your delegates attendance to your event.

For more information on the Hotel's COVID-Safe procedures, [click here](#).



## SEE OUR VIDEO



**DEAN JONES**

Head of Commercial, Japan, Australasia  
and Pacific IHG Hotels and Resorts

### MEETINGS & EVENTS REIMAGINED

Create meetings and events with our Events Meetings in over 1,300 sq. metres of flexible meeting spaces.

After months of endless zoom meetings that have kept people fixed to their screens, the yearning for social reconnection, face to face interactions and shared experiences has never been stronger. Crowne Plaza Melbourne have been busy getting creative looking to reinvent the way businesses come together to reconnect in a meaningful way.

With creative event programming that offers fun and energizing breakouts, exclusive offsite gatherings, smart integrated tech and fresh and healthy food options. All supported by the IHG “Meet with Confidence” program, so you can enjoy flexibility and assurance of our global expertise.



### EVENT SPACE CAPACITIES

MEETING ROOMS	ROOM SIZEm <sup>2</sup>	BANQUET	CABARET	RECEPTION	THEATRE	CLASS ROOM	BOARD ROOM
Level 1 – Riverside Studio							
Studio – Single	136	70	49	110	90	32	15
Studio – Double	272	140	98	220	180	64	-
Studio – Triple	408	210	147	330	270	96	-
Studios – combined 1– 6	885	400	280	452	452	184	-
Pre-function Area	385	-	-	100	-	-	-
Level 3 – Atrium Rooms							
Atrium 1 or 4	65	-	-	20	30	15	10
Atrium 2 or 3	75	20	24	40	40	24	10

### CROWNE PLAZA MELBOURNE

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