



## *Safely Yours*

Enjoy elegant functions and impeccable service as you celebrate your special events with us at Mahaweli Reach. Making safety a priority, we have implemented protocols in keeping with the best practices recommended by the Government Authorities and the World Health Organization.





## PRIOR TO A FUNCTION

- ◆ It is recommended that guests make prior appointments with the Banquets Department for discussions and show-arounds. A maximum of five guests will be shown around at one time.
- ◆ Guests are welcome to visit the property for face to face discussions. However, we encourage communication by email, phone, WhatsApp or other platforms to the extent possible.
- ◆ The information including Banquet packages, checklists and guidelines will be handed over to guests or emailed as preferred.
- ◆ All information must be provided along with menu selection prior to the final discussion date.
- ◆ The reservation is subject to any restrictions imposed by the government on functions and any applicable government regulations.
- ◆ Any items to be brought inside the Hotel premises by Third Party Suppliers (e.g. Decorators/ DJ/ Band) or by the Host, **MUST** be handed over to Hotel personnel for disinfection in adherence with the requisite time frames provided by the Hotel.



## AT A FUNCTION AT THE MAHAWELI REACH

- ◆ The reservation is subject to any restrictions imposed by the government on functions and any applicable government regulations.
- ◆ Depending on the venue, a maximum number of guests per banquet venue will be permitted in line with government regulations
- ◆ Compliance with the Government's regulations is mandatory therefore guests should adhere to seating arrangements and table plans, social distancing measures during the serving of food, etc.
- ◆ Certain services will be restricted such as dance floor, mobile bar, gatherings in smoking areas, etc.
- ◆ Guests should inform the hotel who will facilitate payment and the method to be used for same:

Collection by cash/card made direct to the front office cashier,  
A link for online payments sent via email or the hotel's  
bank details to be provided for fund transfers.

- ◆ The hotel should receive a full guest list, details of event planner, wedding planner, co-ordinators and suppliers 72 hours prior to the event
- ◆ Guest lists should be in alphabetical order and should match the name on the invitation.

- ◆ Supplier lists should include full name, NIC number and vehicle number.
- ◆ On the day of the event, valet parking services will not be available (self-parking with in the premises)
- ◆ All attendees will be subject to temperature checks.
- ◆ Invitees attending the event from districts outside Kandy are required to provide a clearance from the Public Health Inspector of their relevant area.
- ◆ The Health Declaration Form provided by the hotel should be completed and submitted by all guests.
- ◆ The changing room provided for the bridal party will accommodate a maxi-mum number in keeping with social distancing requirements.
- ◆ We encourage guests to greet each other with the traditional Ayubowan, and refrain from shaking hands and hugging. Non touch greetings to be adopted.
- ◆ Social distancing should always be complied with at the venue, at food counters, etc. Guests are encouraged to adhere to the rules on seating arrangements, table plans, bar, dance floor and group photographs.
- ◆ In the event the host wishes for a first-dance, father-daughter dance, etc. for weddings or homecoming ceremonies, the hotel should be informed of same and may permit same at the discretion of the hotel.
- ◆ Table rounds/walking from table to table are also discouraged.
- ◆ It is recommended that all guests be addressed by way of a common speech and thanked for their presence.
- ◆ The service of liquor will be subject to prevailing government regulations.
- ◆ All visitors are encouraged to wear masks.
- ◆ All staff will be wearing masks, gloves and/or face shields.
- ◆ If food is served buffet style a designated staff member will serve the food (no self service)
- ◆ Snacks or appetizers served to the table will be served as individual portions and not per table.
- ◆ No outside linen, cutlery or crockery will be permitted.



## AT FUNCTIONS OUTSIDE MAHAWELI REACH (AT CLIENT'S OWN VENUE)

- ◆ Disinfection of the furniture and premises prior to the function - Rs. 3,000/- Nett (This charge might vary based on the size of the premises).
- ◆ Provision of hand washing facility/ hand sanitizer at the entrance to the premises - Rs. 1,750/- Nett (if provided by the Mahaweli Reach).
- ◆ Customer should ensure adequate ventilation at the venue.
- ◆ If food is served buffet style designated staff members will serve the food (no self service).
- ◆ A Temperature check will be carried out for all guests.
- ◆ Visitors to maintain a distance of 1 meter at all times.
- ◆ The service of liquor will be subject to prevailing government regulations.
- ◆ Mahaweli Reach will provide the linen, cutlery or crockery.
- ◆ All visitors are encouraged to wear masks.
- ◆ All staff will be wearing masks, gloves and/or face shields.
- ◆ Customer will be required to obtain any necessary approvals for the function from the relevant Government authorities

All possible hygiene and safety protocols have been implemented across our operations and we continue to update and adapt as the COVID -19 situation develops.  
It is our team's concerted endeavour to ensure the safety of our guests and each other.

*Thank  
you*



The Team at Mahaweli Reach

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