



Facility Rental Guidelines

The health, safety and comfort of our guests, staff and volunteers are our highest priorities. We have implemented numerous policies and procedures in accordance with current health guidelines and best practices (detailed below), and appreciate your support and partnership in adhering to these protocols to protect the wellbeing of all. All guidelines are subject to change.

To ensure the safety of our guests:

- All Botanical Garden staff and vendors will be wearing face masks.
- We will post signage around the rental spaces to encourage social distancing.
- Hand sanitizer stations will be provided throughout the rental spaces.
- High touch surfaces throughout the Garden, including the restrooms and door handles, will be regularly cleaned and sanitized throughout the day to enhance hygiene and safety.
- Face coverings are required at all times, excluding children under age 2. Only exception is when guests are eating or taking photos. Face coverings will need to be worn in conclusion of eating or taking photos. Guests will not be allowed entry without adequate face covering. The Garden does not supply gloves or face coverings. You are encouraged to supply these items to your guests or ask them to bring their own.

Venue Capacity (with social distancing):

Keep in mind that all vendors as well as additional items placed in the rented space(s) will affect the number of tables and guests that can be seated while still maintaining six-feet of separation (i.e. stage, bar, photo booth, cake table, etc.) We encourage seating guests from similar households at the same table.

We will setup tables with the required separation of at least 6 feet apart. The maximum number of guests per 60" round is 8 people. An estimated capacity for your space will be given after setup needs have been discussed.

Depending on your preferred layout and space needed for additional items please reach out to your events staff member for additional layout options.

Catering:

Please work with your approved caterer(s) to determine food safety requirements.

Weddings & Celebrations

Dance floors are allowed but social distancing will be encouraged. Masks are required when on the dance floor. We ask that guests be responsible and respectful of others space. Limited smaller



groups on the dance floor are recommended. You are expected to communicate with your vendors (i.e. DJs and bands) to encourage these social distancing guidelines.

Guest books and gift tables items will be allowed. We encourage you to have a sanitizing station in any areas that would be touched by multiple guests.

Those guests partaking in the ceremony can take their masks off during their time walking down the aisle and standing up at the front. Guests seated in chairs will need to keep their masks on.

Upon request we can clean and sanitize surfaces during a break or at specific times.

We can provide the capabilities to live stream your event from one room to another whether that is using zoom or Facebook live to ensure social distancing and maximize your attendance.

Reduce The Risk of Exposure:

Do not visit the Garden if you are ill, exhibiting symptoms of COVID-19 or have received a positive test for COVID-19 in the last 14 days; if anyone in your household is ill, exhibiting symptoms of COVID-19 or have received a positive test for COVID-19 in the last 14 days; or if you have been in contact with anyone who is ill, exhibiting symptoms of COVID-19 or have received a positive test for COVID-19 in the last 14 days.

While we have done everything we can to implement the necessary safety protocols and procedures, the risk of exposure to COVID-19 unfortunately exists in any public group setting. You will be visiting at your own risk. Please use your judgement as to whether you are comfortable attending any events at the Garden.

Client Signature

Date

Event Name

Event Date