



RBG Event Protocols & House Rules Activated during COVID-19

The safety of our visitors, clients, staff and volunteers continues to be our highest priority. Given the current situation and following the guidance of Ontario's Chief Medical Officer of Health, RBG in partnership with Spectra catering would like to make our clients aware of the new procedures and some adjustments that will be implemented for privately booked events, including catered events, that are booked while restrictions are in place during COVID-19.

Gathering Restrictions – Red Zone

- As of November 24, 2020, private events **indoors** can be booked for up to 10 people per facility, and for up to 25 people **outdoors**.
- Wedding ceremonies can continue to fill up to 30 per cent of the capacity of a room **indoors**. Other social events are restricted to a maximum of 10 people indoors.
- RBG will stop serving alcohol at 9pm and will close at 10pm.
- All clients and their guests must follow proper health and safety advice, including practising physical distancing from people who are not from the same household or their established 10-person social circle.
- We will do our best to accommodate your date, however, we are limited to booking one event per time slot per day at this time under the Red Zone stage. We are preparing to book multiple event bookings consecutively once this is permitted. <https://www.ontario.ca/page/guidance-professional-meeting-and-event-facilities-during-covid-19>

Social Distancing and Safety Measures

- Your RBG sales representative will discuss RBGs health and safety practices with the client primary contact.
- One of our employees will make an announcement at the beginning of your event reminding guests of RBG safety protocols and house rules.
- Given the need for added security during weddings and all events with bar service, and for the safety of our staff and guests, there will be a \$250 security fee charged to the client as part of their room rental and a dedicated security guard will be present during your event.
- All guests must complete RBG's COVID-19 self assessment online prior to attending their event. A link can be found below:
https://forms.office.com/Pages/ResponsePage.aspx?id=yYTEy1KQx0S_SyFDeU

[SoylEjio2FTtoVEjcSFK6Wre_IUN0FFWFg4VEtNNTBHU1ZYRVpYWkk3NkswRy4u](#)

- Guests are to arrive no earlier than 15 mins of their event start time.
- RBG is obligated to hold a record (first name, last name and phone OR email) of all event guests in case contact tracing is required. Clients are required to provide this information by email prior to the event date. Only guests on the guest list will be permitted into the event. If guests are issued passes to event, there is no sharing of such passes. RBG will maintain the records for a period of at least one month, and only disclose the records to a medical officer of health or an inspector under the Health Protection and Promotion Act on request for a purpose specified in section 2 of that Act or as otherwise required by law.
- We encourage contactless interactions, and as such event organizers that have a registration process in place, should consider an online process as registration tables will not be permitted. Contactless guest books are permitted.
- All clients and guests are required to wear masks or face covering indoors in all spaces. This includes all clients and their guests wearing masks during an indoor ceremony. Face shields are not considered an acceptable face covering. Masks can be removed while guests are seated and eating.
- All RBG and Spectra staff will be wearing facemasks. As well, catering staff will be wearing gloves.
- Guests should remain seated as much as possible in the room. Mingling is not permitted.
- Guests attending a multi-day event/meeting should remain with the same group/cohort for the duration of the entire event/meeting.
- Hand hygiene should be performed before and after using shared equipment. Hand sanitizer and wipes for equipment will be provided for clients/guests to use.
- Each table (60" rounds) will seat no more than 4 guests (when creating your table seating plan, please consider seating members of the same family together).
- Each table will be 2 metres from other tables (chair back to chair back).
- We will be removing all non-essential tables to reduce touch points.
- The dance floor will be limited to the wedding couple only.
- Ceremony chairs will be spaced 2 metres apart and 2 metres from the aisle.
- Wedding couples are encouraged to sign their legal documents prior to the ceremony.
- Additional table for Gifts/Favours are permitted for wedding ceremony events.
- Ceremonial arbor décor and florals are permitted.
- Ceremony floorplans will be generated with coordinator based on client needs and within regulated guidelines.
- Linens will be provided for wedding events only. Plastic table coverings will be used for all other events.

Food and Beverage

- Centre pieces are permitted. Other tabletop items such as salt/pepper will be eliminated, including items from outside vendors. water glasses, etc.
- Food stations will remain 10 feet from guest tables (this may impact capacity of guests).
- Red Zone guidelines prohibit buffet-style service. All food items will be served plated or boxed. Items will be nicely boxed and presented and displayed for guests to take to their seats.
- All dishware and glassware will be replaced with high-quality compostable alternatives.
- All beverages will be served in compostable cups with lids.
- Beverage stations will consist of single service items pre-wrapped in tamper-resistant packaging or served barista style.
- Coffee stations will set-up barista style with service staff pouring a cup of coffee and providing guest with a napkin and stir stick. Single portion coffee creamer and sugar will be provided by service staff.
- Snacks will be individually portioned items served in tamper-resistant packaging (i.e. desserts, parfaits etc.)
- Small plate style service will be used for carving and actions stations (Roast Beef, Omelet, Crepe, Pasta, etc.)
- Butler-passed hors d'oeuvres will be eliminated or served on individual serving vessels.
- Platter stations will be individually plated.
- Plated meals will be served with plate coverings.
- Wedding cakes:
 - The wedding cake can be on display with a cover and 6 ft distance from guests for viewing
 - All wedding/event cakes can be cut and served by the catering staff for a flat fee of \$50.00
 - Clients can also contact their baker/cake company to see if there are alternative options for providing a safe and effective way for guests to enjoy the cake such as pre-sliced cake and a fake cake for display, cupcakes, or other similar items.

All other event elements such as assorted greenery and add on options such as up lighting and backdrops are available. As well, guests and clients will have access to garden spaces during your event.

We are committed to ensuring your event is a success and we look forward to continuing to work closely with you to make any adjustments needed.