



Royal
Botanical
Gardens

RBG Event Protocols 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 and local public health services, RBG would like to make our clients aware of the new protocols, 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 – STEP 3

- Wedding ceremonies are permitted indoors and outdoors, with capacity limited to the number that can maintain a physical distance of 2 metres from every other person in the rental venue.
- Receptions are permitted indoors, with capacity limited to the number of people who can maintain a physical distance of 2 metres from every other person in the rental venue and cannot exceed 50 percent of the capacity of the rental venue. Receptions are permitted outdoors at 75 percent capacity of the rental venue.
- Dancing as part of a rental event or reception is permitted indoors, with capacity limited to the number of people who can maintain a physical distance of 2 metres from every other person in the rental venue and cannot exceed 25 percent of the capacity of the rental venue. Dancing is permitted outdoors at 75 percent capacity of the rental venue.
- Private events and meetings are permitted indoors at a capacity based on the number that can maintain a physical distance of 2 metres from every other person in the rental venue, and cannot exceed 50 percent of the capacity of the rental venue. Private events and meetings outdoors are permitted at 75 percent capacity of the rental venue.
- Physical distancing guidelines and capacity limits do not apply to members of the same household bubble.
- 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.
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Social Distancing and Safety Measures

- An 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 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=yTEy1KQx0S_SyFDeUSoyIEjio2FToVEjcSFK6Wre_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, where a valid exemption does not exist. This requirement includes all clients and their guests wearing masks during an indoor ceremony. Face shields are not considered an acceptable face covering.
- All RBG staff will be wearing facemasks.
- Guests should remain seated as much as possible in the event space. Mingling is not permitted.
- Dancing: during dance events, guests should remain 2 metres from anyone not in their household bubble. Masks are required during dance events.
- 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 will be 2 metres from other tables (chair back to chair back).
- We will be removing all non-essential tables to reduce touch points.
- Ceremony chairs will be spaced 2 metres from the aisle and 2 meters apart between individuals and/or different households.
- 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.
- Buffet Service: Guests must have their masks on when not at their tables, and must sanitize their hands prior to self service at the buffet tables. To ensure safe distancing, table groups will be invited one at a time, and stanchions will be erected to create clear serving lines. Serving staff will periodically sanitize serving utensils.

We ask that you please sign below to acknowledge compliance with our guidelines.

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.

Sincerely,

Deanne Rodrigue
Director, Marketing, Sales & Visitor Experience
Royal Botanical Gardens

I have read and agree to the RBG Event Protocols activated during COVID-19, and I agree to communicate these protocols to our event guests as well as provide RBG with our guest list via email (including first name, last name, and either phone number or email) prior to our event date.

Client Name

Client Signature

Date