



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.

Proof of Vaccination Requirement

RBG does not require guests to present a proof of vaccination against COVID-19 for entry.

Gathering Restrictions – ROADMAP EXIT STEP

- All restrictions on gathering limits for indoor and outdoor spaces are lifted, and events may proceed at the full capacity of the rental venue.¹
- **All clients and their guests must follow proper health and safety advice, including wearing masks which cover the nose, mouth, and chin while indoors.** All clients and their guests will be asked to screen themselves for COVID-19 symptoms at the entrance to their venue prior to entry.

Social Distancing and Safety Measures

- An RBG sales representative will discuss RBG's 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 \$275.00+HST security guard fee charged to the client and a dedicated security guard will be present during your event.
- 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 encouraged.
- Dancing: during indoor dance events, masks are required on the dance floor, regardless of whether the dancing is held indoors or outdoors.
- Wedding couples are encouraged to sign their legal documents prior to the ceremony.

¹ Per O.Reg 364/20, Schedule 4.

Masks and Face Coverings

- 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 and photography. Face shields and masks that do not fully cover the nose and mouth are not considered an acceptable face covering.
- All RBG staff will be wearing facemasks.

Violence, Harassment, and Discrimination

RBG is proud to provide a venue where physical or verbal violence, threats or threatening behaviour, unwelcome sexual advances, or discrimination on any grounds are not tolerated.

If unacceptable behaviour, including wilful negligence of the above COVID-19 guidelines, is observed being undertaken on a repeated basis by clients, guests, or vendors during your event, we reserve the right to ask the associated parties to leave, to involve the necessary and appropriate authorities, or in the most extreme circumstances, to exercise RBG's contract right to end the rental.

Please note that guests who, having been reminded to follow relevant COVID-19 guidelines and choose not to follow these guidelines, are liable for their behaviour. Non-compliance with these guidelines may lead to the guest being fined with trespassing.

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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,

Gabe Camozzi
Acting Sales Manager, Hospitality Services
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