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
All visitors to RBG aged 12 and up are required to provide proof of vaccination against COVID-19. RBG considers the health and well-being of everyone who comes to the gardens a top priority, and this decision is a continuation of the steps RBG has been taking to ensure the safety of our visitors, staff and volunteers. Failure to provide proof of vaccination, or one of the alternatives listed below, will result in the guest not being permitted to attend.¹

Full vaccination comprises of proof of two doses of a two-dose vaccine plus 14 days since last dose as well as proof of identity. Individuals must provide either a paper or digital copy of the enhanced vaccination certificate with QR code that demonstrates they are fully vaccinated. Effective January 4, 2022, out-of-province or vaccination certificates without the official QR code will not be accepted.

Exemptions and alternatives to proof of vaccination that will be acceptable:
- Vaccination exemptions on medical grounds with note from Doctor (MD), Registered Nurse (RNEC) or Nurse Practitioner (NP). Note: Only enhanced vaccine certificates with a QR code indicating an eligible medical exemption will be accepted.
- Children under the age of 12.
- Vendors and anyone attending the event as a worker (i.e. not a patron or guest)

Gathering Restrictions – MODIFIED STEP TWO
- Wedding Ceremonies: All clients and guests must provide suitable proof of vaccination to enter. Indoor ceremonies may proceed at 50 percent of the full rental venue capacity. Outdoor ceremonies are limited to the number of people that can maintain 2 metres of physical distance.²

¹ Per O.Reg 263/20, Schedule 1, s 2.2.
² Per O.Reg 263/20, Schedule 3, ss 4 & 5.

Updated: January 5, 2022
• Receptions and social events: All clients and guests must provide suitable proof of vaccination to enter. Indoor receptions and social events are not permitted. Outdoor receptions and social events are permitted and limited to 10 people seated per table and persons will be required to remain seated. **Note: RBG does not have outdoor reception and event venues during the winter months.**

• Meetings and private events: Indoor meetings and private events are not permitted.

• Alcohol service must conclude at 10pm and the event must conclude at 11pm. The number of persons permitted to sit at a table will be limited to 10 people and persons will be required to remain seated.

• Physical distancing guidelines do not apply to members of the same household bubble.

• All clients and their guests must follow proper health and safety advice, including wearing masks and practicing physical distancing from people who are not from the same household.

**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 fee charged to the client 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_SyFDeUSoyIEjio2FToVEjcSFK6Wre_IUN0FFWf4VtNNTBHUI2YRVpYWkk3NkswRy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=yYTEy1KQx0S_SyFDeUSoyIEjio2FToVEjcSFK6Wre_IUN0FFWf4VtNNTBHUI2YRVpYWkk3NkswRy4u)

- Guests are to arrive no earlier than 15 mins of their event start time. Staggered or open arrival times are not permitted.

- 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.

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3 Per O.Reg 263/20, Schedule 3, s 1.
4 Per O.Reg 263/20, Schedule 1, s 4.
5 Per O.Reg 263/20, Schedule 1, s 9 and Schedule 2, s 1.
• 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.
• Guests should remain seated in the event space. Mingling is not permitted.
• Dancing is not permitted.
• 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.
• Wedding couples are encouraged to sign their legal documents prior to the ceremony.

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.
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