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, vaccination certificates without the official QR code will not be accepted. Canadian out-of-province vaccination certificates that meet the vaccination requirements will 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 – STEP THREE
• Wedding Ceremonies: All clients and guests must provide suitable proof of vaccination to enter. Indoor ceremonies may proceed at 50 percent of the full capacity of the rental venue.² Outdoor ceremonies are limited to the number of people that can maintain 2

¹ Per O.Reg 263/20, Schedule 1, s 2.2.
² Per O.Reg 364/20, Schedule 3, ss 7.

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metres of physical distance.\(^3\) **Note: RBG does not have outdoor ceremony venues during the winter months.**

- Wedding receptions without dancing: All clients and guests must provide suitable proof of vaccination to enter. Indoor and outdoor wedding receptions without dancing may proceed at 50 percent of the rental venue capacity.\(^4\) **Note: RBG does not have outdoor reception and event venues during the winter months.**
- Wedding receptions with dancing: Dancing is not permitted onsite.
- Meetings and private events: All clients and guests must provide suitable proof of vaccination to enter. Indoor and outdoor meetings and private events may proceed at 50 percent of the rental venue capacity.\(^5\) **Note: RBG does not have outdoor reception and event venues during the winter months.**
- The number of persons permitted to sit at a table will be limited to 10 people unless everyone seated at the table is:
  i. a member of the same household,
  ii. a member of up to one other household who lives alone, or
  iii. a caregiver for any member of either household.
- Persons will be required to remain seated at all times except:
  i. while entering the area and while moving to their table,
  ii. while placing or picking up an order, including making use of a buffet,
  iii. while paying for an order,
  iv. while exiting the area,
  v. while going to or returning from a washroom,
  vi. while lining up to do anything described in subparagraphs i to v, or
  vii. where necessary for the purposes of health and safety.

- Physical distancing guidelines do not apply to members of the same household.
- **All clients and their guests must follow proper health and safety advice, including wearing masks and practising 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 guard fee charged to the client and a dedicated security guard will be present during your event.

\(^3\) Per O.Reg 364/20, Schedule 3, ss 6.
\(^4\) Per O.Reg 364/20, Schedule 3, ss 5 and Schedule 1, ss 4.
\(^5\) Per O.Reg 364/20, Schedule 1, ss 4.

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• 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=yYTEy1KQxOS_SyFDeUSoyIEjio2FToVEjcSFK6Wre_IUN0FFFg4VEtNNTBHU1ZYRvYWkk3NkswRy4u
• 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.
• 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.
• No patrons are permitted to dance or sing, including by performing karaoke, within the establishment, except for workers or performers. If live entertainment is performed, the performers must maintain a physical distance of at least two metres from any spectators or be separated from any spectators by plexiglass or some other impermeable barrier.
• 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

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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