



# MEETINGS & SPECIAL EVENTS: COVID19 SAFETY POLICIES & PROTOCOLS

AS OF 7/24/20

EVENT ATTENDANCE: MAXIMUM OF **50** PEOPLE

## FACE COVERINGS

- We require ALL guests to wear a face mask or face covering at all times, unless seated at their table
- All hotel associates will be provided with face coverings & proper personal protective equipment (PPE)

## SANITATION

- Enhanced cleaning protocols have been implemented to minimize risk
- Frequent disinfecting/sanitizing of high-touch surfaces will include tables, chairs, door handles, etc.
- All event spaces are equipped with a sanitation station that includes:
  - hand sanitizer, hospital grade disinfectant and paper towels

## COCKTAIL HOURS, BREAKS & RECEPTIONS

- No congregating or mingling may occur, therefore traditional cocktail hours, breaks or reception style events are not permitted
- Guests must sit at their table during this time and our associates can serve them tableside or their table will be called up to a buffet
- We suggest hor d'oeuvres to be served family style to the table, a "sampler" plate served to each individual guest or an hor d'oeuvres buffet which our staff can serve to guests

## BAR SERVICE

- Bars will have a masked hotel associate to serve beverages to guests
- When visiting the bar, guests must wear a mask, avoid congregating and keep 6ft of space between themselves and other guests

## ENTERTAINMENT

- Live music & entertainment are permitted
- Entertainers must be 12ft from any guests
- Group dancing is not currently permitted by NYS regulations (as of 7/23/20)

## MEETINGS & EVENTS

- Guests must wear a mask if they are not seated (to enter room, to exit room, to visit buffet, etc.)
- Tables are placed 6 feet apart to allow for proper social distancing
- We suggest seating guests from the same household together when/if possible
- We suggest the following:
  - Round Tables: 6 guests per table (10 guests is the MAXIMUM)
  - Classroom Tables: 2 guests per table
  - Conference Tables: chairs will be spread 6ft apart
- Buffets will have a gloved/masked hotel associate to serve the buffet to guests, guests will be called up by table
- When guests are on the buffet line, they should keep 6ft of space between other guests and they must wear a mask
- There are currently no restrictions on plated/served meals