



Pinecrest Gardens Covid-19 Rentals Rules and Regulations Addendum

Your health, safety and well-being will always be our priority. Now, more than ever, we are committed to managing best safety practices with our Garden Staff, vendors and guests. As our collective understanding of COVID-19 evolves, we will continue to update this document to act in accordance with guidelines as outlined by the CDC and Miami-Dade County.

In preparation for the event:

- All doors, equipment and frequent touch surfaces must be disinfected and wiped down before, during and after the event.
- Signage must be posted at the entrance of each rented venue stating that no one with a fever or symptoms of COVID-19 are to be permitted in the premises.
- Trash bins with lids that open without the need to touch the lids must be placed and available for use to staff, vendors and guests.
- A disposal plan for safe handling and dispensing of used PPEs (face masks and gloves) must be put in place in relevant exterior areas.
- Designated rental areas will be closed off to the public during set up in order to maintain social distancing and supplemental health and safety standards.
- Additional set-up time will be considered if needed for the event so that vendors can maintain social distancing during set up.
- All waiting areas (including restrooms) must contain visible floor markings for appropriate 6-foot distancing for each guest in any waiting areas, whether indoors or outdoors. Restrooms must be checked regularly and cleaned and sanitized based on frequency of use.

Staff, Caterers & Vendors:

- All staff/vendors must be provided with written instructions and training on how to prevent the spread of COVID-19 per existing Florida Department of Health literature.
- All Pinecrest Gardens staff and vendors must wear face coverings that covers the nose and the mouth as required by Emergency Order (EO) 20-20. Staff must wear facial coverings at all times inside the facility and in common areas outside the facility.
- Caterer and/or Event Planner must provide a copy of their operating procedures as it relates to COVID-19 along with floor plans showing compliance with our rules.
- Vendors or permittee must provide one supplemental hand sanitizing station per every 25 guests.
- Hand soap must be provided by the vendor for the preparation area so caterers and other vendors can regularly wash their hands in a separate space from the bathrooms.

Guest experience:

- Guests must wear masks at all times unless seated at a table (eating and drinking will only be allowed while seated at the table).
- Self-service of any food or beverage by guests is prohibited.
- Guests will not be allowed to congregate in waiting areas.
- Dance floors: Guests must wear a mask at all times while on the dance floor.

Bar:

- Bars are not allowed. Drinks will only be consumed at the tables.

Table Service:

- No self-service of any kind including buffets, salad bars or beverage areas shall be permitted. All food and beverage items must be individually plated and served.
- Any Staff/Vendor approaching tables must wear face covering.
- Gloves must be worn at all times by bussers and food runners.
- The number of staff approaching tables must be minimized.
- Table settings must conform to the following:
 - If silverware is not disposable, only roll-ups will be allowed.
 - No open flatware or water/wine glasses are permitted as a preset.
 - No condiments or breadbaskets are permitted as presets (but may be made available after the guests are seated).
 - All condiments must be single-use.
 - Tableware that is preset must be protected from contamination by being wrapped, covered, or inverted.
- All coffee service will be provided at the table.
- Hand sanitizing wipes or another form of handwashing method must be provided at each table.
- Vendors are responsible for sanitizing all tables and chairs before and after the event, using an EPA approved disinfectant that is safe for the furniture.
- All servers must maintain maximum social distance feasible while interacting with guests.
- Contact between service staff and guests will be limited.
- Kitchen or prep areas will have handwashing stations fully equipped with soap and self-dispensing paper towels for all employees to follow hand washing guidelines.
- All gloves must be changed frequently, at least every 20 minutes or when changing tasks.
 - Gloves must be changed after carrying out non-food related activities, such as opening/closing doors by hand, and emptying bins.
 - Hands must be washed between glove changes and when gloves are removed.

Venue Capacity:

- All indoor and outdoor venues will be rented at the below capacity to allow for social distancing per room. To maximize the amount of guests per venue, all tables mentioned below are 60" inches round.
 - Cypress Hall: (12) tables in the Garden Room, (5) tables in the Chandelier Room = 102 guests max.
 - Hibiscus Gallery: (8) tables, 48 guests max.
 - Historic Entrance: (6) tables, 36 guests max.
 - Hidden Garden: 5 guests max. Ceremony only.
 - Hammock Pavilion: 37 guests max. Ceremony only.
 - Patio: (16) tables, 96 guests max.
 - Lakeview Terrace & Pergola: (13) tables, 78 guests max.
 - Meadow: (67) tables, 402 guests max.

- Seating arrangements will ensure at least 6 feet of separation between table setups. For ceremony seating, a 3 feet distance is acceptable if all guests wear the appropriate protective equipment. A per table party limit of 6 guests must be maintained whether seating is indoors or outdoors. Tables must be arranged such that the distance from the back of one chair to the back of another chair shall be at least 6 feet apart and guests shall face each other from a distance of at least 3 feet.

Failure to abide by these guidelines puts guests, vendors and staff in danger and will result in shutting down of the event and forfeit of your damage deposit.

I, (insert name) _____, have read the Pinecrest Gardens Covid-19 Rentals Rules and Regulations Addendum on (insert date)_____ and do hereby acknowledge, understand and agree with the conditions detailed above.

Signature

Date of event