

Mt Lehman Community Association Rentals COVID-19 Policies: In place until further notice

The Mt. Lehman Community Association welcomes guests to our property who respect our current guidelines established based on the recommendations from the Government of British Columbia, WorksafeBC, the BC Health Authority, and the Government of Canada.

Tours & Set Up:

All visitors must wear a mask at all times when touring the properties. Tours are limited to 2 people accompanying our Booking Manager unless otherwise approved.

Set up parties are limited to 10 people and again, masks must be worn at all times during set up and take down of decorations, tables, chairs etc.

Occupancy:

Occupancy is limited to a total of 50 people including all organizers, guests, volunteer and paid workers (bar staff, caterers, DJs etc.). During any event, only one person should be in the washrooms at any one time.

All event participants must adhere to the Health & Safety guidelines, orders and government directives as posted by BC Health & Safety, Health Canada, WHO and WorkSafeBC. The Renter is responsible for providing all COVID-19 safety measures as outlined by the government.

If guidelines are not followed and fines are issued, the renter is responsible for all these fines and costs.

Weddings

Weddings are very special and personal occasions. They are however considered higher-risk events due to the close contact of guests. Please refrain from hugs, kisses and handshakes and maintain a safe social distance of 2 metres (6 feet) whenever possible. We request that you modify your plans in order to help reduce the possible spread of COVID-19 by implementing these protocols that have been designed with everyone's safety in mind:

1. Organize your floor plan to ensure that tables and chairs are arranged to comply with social distancing. Group family members at the same table (people within 'your bubble'). Limit seating for guests not within the same 'bubble' at each table to 4 (2 couples) to allow for space between guests.
You must submit a copy of your floor plan to the Hall Manager.
2. Provide a visual reminder for guests to maintain a safe distance from any bar area and staff. Green painters tape/frog tape is allowed on the floor for this purpose. No other tape, stickers or glue of any kind can be placed on the floors.
3. For special sites such as guest books or cake cutting areas, place these away from entrances or areas where there may be more congestion. Invite guests to bring their own pens to avoid sharing or have a number of pens in a container marked '*unused*' and another container marked '*used*' for the pens. Consider a 'virtual guestbook' for sharing of messages and photographs
4. Avoid hand help props or wearable items at any photo booth you might want to set up – use a great background instead.
5. Limit lineups at any food/cake or bar table and have physical distancing measures in place.
6. No shared utensils are allowed. Have servers for any catered items or have individual portions already plated which can be served to guests.
7. Consider several smaller dance areas and limit dancing to ensure social distancing.
8. Increase sanitation measures at high contact areas and provide hand-sanitizing stations throughout the venue and on each table.

9. Facemasks are recommended for all participants to reduce the risk of airborne transmission.
10. Limit high-risk groups (guests over 60 years of age) from attending and offer to live-stream the event so they can enjoy from the safety of their home.

The following guests must not attend your event:

- a. Anyone with COVID-19 -like symptoms: sore throat, fever, sneezing, coughing.
 - b. Anyone who has travelled internationally or who has been through an airport must have self-isolated for 14 days prior to the event
 - c. Anyone who lives in the same household as a confirmed or clinical COVID-19 case who is currently self isolating
11. Provide signage where appropriate to ensure guests follow all of your COVID-19 protocols
 12. All garbage must be taken off the premises at the end of the event by the renter. Regular charges related to insufficient clean up or garbage removal will apply.
 13. All tables and chairs must be wiped down (Lysol wipes or equivalent) prior to restacking and putting away. Regular charges related to insufficient cleaning or tidying will apply.
 14. A member of the Mt Lehman Community Association may stop by your event at any time to ensure all protocols are being followed. Should more than 50 guests be on site the renter will be required to reduce the numbers immediately.

Thank you for considering the health and welfare of your guests and the residents of the Mt Lehman Community. We are happy that you wish to celebrate your day with us.

Signed: _____

Witness: _____

Date: _____