

**THE GRAND HALL SOCIAL RESPONSIBILITY
GUIDELINES AND PRECAUTIONS
COVID-19**

THE GRAND HALL: what we do:

1. The Grand Hall has been deep cleaned before you event.
2. Areas sanitized throughout the hall.
3. The Grand Hall staff will always wear a mask and gloves.
4. Hand sanitizer is placed throughout the Hall for all to use.
5. We will update Indianapolis guidelines as needed.

RENTER: what the renter does:

1. Advise your guests to not attend your event if they are feeling ill or having flu like symptoms.
2. It is strongly encouraged to wear face masks.
3. Wash your hands in bathrooms.
4. Use sanitizer throughout the hall.
5. Please inform your guests of the food buffet procedures.
6. Only pick up what you use.
7. Only dispose of your own paper products (plates, glasses, forks, knives, spoons, napkins)

GUEST: what the guest does:

1. Stay home if you have a fever.
2. It is strongly encouraged to wear face masks.
3. Wash your hands in bathrooms.
4. Use sanitizer throughout the hall.
5. Follow the food buffet procedures.
6. Only pick up what you use.
7. Only dispose of your own paper products (plates, glasses, forks, knives, spoons, napkins)

CATERER: what the caterer does:

All caterers will be required to do the following. Failure to follow these procedures may cause the event food from being served to your client.

1. Apply safety measures in food preparation.
2. All catering staff will wash their hands frequently.
3. All caterer staff will always wear gloves and masks while at The Grand Hall.
4. All food must be served by a staff person.
5. One guest every six feet at the food/beverage buffet lines.
6. Closed packaged serving ware, use knife, fork, spoon, napkin on the buffet food lines.
7. Buffet food chafers will be covered with lids that open halfway as to protect food while you serve food products.
8. All food needs to be protected.