



## Event Stay Safe Guidelines

Updated October 2020 – Subject to change without notice.

The following guidelines are provided by the State of Vermont and the Woodstock Inn & Resort and are mandatory. These guidelines are intended to help safeguard your event and your stay with us. The Woodstock Inn & Resort staff asks that all event attendees respect all guests of the Resort, our staff, and our community by adhering to these guidelines.

### General Guidelines

- **Masks must be worn by all guests and staff in public areas and at events, including meeting spaces unless sitting down at an assigned table to eat (no exceptions). This is a Vermont State Mandate and a Village of Woodstock Ordinance.**
- We ask all wedding parties and planners to communicate/e-mail to their guests to respect all guidelines related to Covid-19 protocol.
- Please assist our staff in reminding your guests to put masks back on and to respect distancing throughout the event.
- Please review of [Stay Safe Guidelines](#) for the entire Resort.
- Currently we are allowed a 100% maximum guestroom occupancy, and this could change at any time based on the State of Vermont's protocols.
- Client must review [cross-state travel restriction information](#) and sign the [Vermont Certificate of Compliance](#).
- Per the Vermont cross-state travel restrictions, guests may not travel by public transportation (plane, bus, and/or train) without quarantining in Vermont before staying at the Woodstock Inn & Resort.
- Client must provide the Resort with the name of every attendee and their cellphone number.

- The Resort must maintain a log of customers and their contact information for 30 days in the event contact tracing is required by the Health Department.
- The Resort will provide a hand sanitation station at each event.
- The Resort will provide appropriate signage reminding guest of protocols.
- Each guest will get a temperature check upon arrival and will have to answer Covid-19 symptoms questions. Any guest with a temperature of 100.4 degrees Fahrenheit or greater will be asked to leave the property.
- Dance Floors are not allowed at this time. Wedding Parties can have the first dance and family first dance. Masks must be worn during dances. Once those dances are completed, there will be no more dancing allowed for the remainder of the event.
- Woodstock Inn & Resort staff will monitor protocols throughout the event and may remind guests to adhere to these guidelines.
- If guidelines are repeatedly not respected, the Woodstock Inn & Resort reserves the right to stop service and ask guests to leave the Resort property.
- Wedding Ceremonies require masks for everyone during the ceremony. Chairs must be spaced 6 to 8 feet apart in all directions. No beverage service is allowed during the ceremony.

## Banquet Events

- **Masks must be worn by all guests and staff in public areas and at events, including meeting spaces unless sitting down at an assigned table to eat (no exceptions). This is a Vermont State Mandate and a Village of Woodstock Ordinance.**
- Events limited to 50% fire occupancy including indoor and outdoor spaces.
  - Through April 30, 2021; 30-person event maximum indoors, 30-person event maximum outdoors.
- All meeting set-ups will have a 6 ft space between each person.
- Banquet set-ups must have 6 feet between tables.
- Standing receptions are prohibited by the state at this time (no passed food).

- Seating must be available for all patrons and seating must allow for physical distancing of at least 6 feet between seated dining parties. Standing while eating or drinking is not allowed at this time. Customers must be seated while consuming food or beverages.
- Guests must wear masks when getting up from their dining seat (no exceptions).
- Weddings and Events must provide assigned seating for families and trusted groups for each table.
- Beverage Stations will have an attendant to pour coffee and/or serve non-packaged items.
- Use of shared food service (buffet style) and self-serve utensils, plates, or napkins, are prohibited.
  - Coffee and beverage stations are now allowed.
  - Grab-N-Go stations will be available with individually pre-wrapped items for guests to be given as they move through the buffet.
  - Buffets are allowed if an attendant serves food to guests.
  - Attended Buffets/Grab-N-Go stations will have attendants managing guest flow to facilitate physical distancing.
- Stationary or (previously) passed items will be individually packaged for guests to deliver to the individuals assigned seat.
- Beverage/Bar service will be handled at the bar.
  - Bars are not for congregating. Guests can get a drink at the bar to take away.
  - Bar lines must maintain 6 feet between each person and masks must be worn by each guest.
  - To facilitate event flow, we can pre-pour beverages to be covered with paper caps and/or set a satellite bar if needed.
- Beverages can be passed, but any open container must be covered with a paper cap.
- Flatware will be rolled, food will be delivered to the table covered, salt/pepper and condiments delivered individually wrapped or pre-packaged.
- Our staff will always wear masks and use disposable gloves when clearing plates/glassware from tables.

**Thank you for being respectful.**