



Event Stay Safe Guidelines

Updated April 2021 – Subject to change without notice.

The following guidelines are provided by the State of Vermont and the Woodstock Inn & Resort. These guidelines are intended to help safeguard your event and your stay with us. They are subject to change and will be adjusted as soon as the State of Vermont makes changes. The State will be closely following the COVID-19 caseload and vaccination progress and will make decisions based on this data. 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 actively eating or drinking while sitting down at an assigned table or at a scheduled standing cocktail hour (no exceptions). This is a Vermont State Mandate and a Village of Woodstock Ordinance.**
- We ask that all wedding parties and planners communicate in writing with their guests to ensure they respect all guidelines related to the Vermont Forward [Universal Guidance](#).
- Please assist our staff in reminding your guests to put masks back on and to respect distancing throughout the event.
- Please review the [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.
- Clients must review Vermont's [cross-state travel restriction information](#) and all guests arriving prior to June 1, 2021 must sign the [Vermont Certificate of Compliance](#).
- Per the Vermont cross-state travel restrictions, unvaccinated guests must receive a negative COVID test within 72 hours before arrival in Vermont. Vaccinated guests may travel to Vermont with no travel restrictions. There are no travel restrictions as of June 1, 2021 (subject to change).

- For all events through May 31, 2021, the client must provide the Resort with the name and cell phone number of every attendee.
- 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 guests of protocols.
- For all events through May 31, 2021, each guest will have their temperature checked upon arrival and must 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 allowed at this time. The Bride and Groom may dance without masks on for their first dance. Masks must be worn during all other dances. There is a maximum capacity allowed on the dance floor based on state and Woodstock Inn & Resort guidelines. If the dance floor becomes crowded and people are not masked, guests will be asked to leave the dance floor.
- 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. The Bride and Groom may remove their masks during the ceremony itself. Chairs must be spaced 6 to 8 feet apart in all directions with reserved seating designated before the event. 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 actively eating or drinking while sitting down at an assigned table or at a scheduled standing cocktail hour (no exceptions). This is a Vermont State Mandate and a Village of Woodstock Ordinance.**
- Capacities for each space will be calculated by the size of the room or outdoor space, requiring 30 square feet per attendee, with the following maximums:
 - Beginning May 1, 2021

- Indoor: 1 unvaccinated person per 100 square feet up to 150, plus any number of vaccinated people.
 - Outdoor: 300, plus any number of vaccinated people.
 - Beginning June 1, 2021
 - Indoor: 1 unvaccinated person per 50 square feet up to 300, plus any number of vaccinated people.
 - Outdoor: 900, plus any number of vaccinated people.
- For all events through July 3, 2021, all meeting set-ups will have a 6 ft space between each person.
- Standing receptions are allowed by the state at this time. Guests are responsible for maintaining physical distancing between each other. Food will be pre-plated and handed to guests from a station, and the attendant will be behind a plexiglass barrier.
- Seating must be available for all patrons.
- 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.
- A staff-served buffet and self-served utensils, plates, and napkins are allowed.
 - Self-serve 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/Grab-N-Go stations will have attendants managing guest flow to facilitate physical distancing and to serve guests.
 - Please choose the style of service that you feel will be the most comfortable for your event.
- Beverage/Bar service will be handled at the bar.
 - Bars are not for congregating. Guests may get a drink at the bar to take back to their seat.
 - Guests at bar lines must maintain 6 feet between each person and masks must be worn by each guest.
 - To facilitate event flow, beverages can be passed or pre-poured. A satellite bar can be set if needed.
- Our staff will always wear masks and use disposable gloves when clearing plates/glassware from tables.

Thank you for being respectful.