



Wedding Ceremony, Funeral and Memorial Rental Safety Checklist Roadmap to Recovery – PHASE 2

Event: _____ Date _____

Host (Name) First: _____ Last: _____

Mailing Address: _____ City: _____ State: __ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

THIS SAFETY CHECKLIST APPLIES TO THE FOLLOWING:

- Wedding services and funerals (religious or non-religious), wherever they are held indoors or outdoors.
- Ceremonies and receptions, funerals, wakes or similar gatherings where such ceremonies are permitted and must follow appropriate venue guidelines.
- Funeral and memorial services are defined as the ceremony honoring a deceased person, including a wake, burial, cremation, or memorial service, located indoors or outdoors.
- **Wedding services do not include engagement parties, bridal/groom/couples' showers, bachelorette/bachelor parties, or rehearsal dinners. These fall under "Event" guidance and require a different safety checklist.**

Please see the following: [Phase 1 and Phase 2 Weddings, Funerals, and Events COVID-19 Requirements](#), [Restaurant, Tavern, Breweries, Wineries and Distilleries COVID-19 Requirements](#), [Live Entertainment - Theater and Performing Arts COVID-19 Requirements](#), and [COVID-19 Reopening Guidance for Businesses and Workers](#).

Any group wishing to offer public or private events in Phase 2 of the Governor's Roadmap to Recovery guidelines, meeting the aforementioned conditions, must have a written Safety Plan outlining how the event will be managed to prevent the spread of COVID-19. This checklist MUST be completed for this purpose in addition to the submission of safety explanations for various event components.

MANDATORY EVENT REQUIREMENTS:

- Protections for guests as well as protections for event employees (by each vendor) that is at least as protective as the requirements from the Department of Labor & Industry. <https://lni.wa.gov/forms-publications/F414-164-000.pdf>
- The permit holder must fill out this template to fulfill the requirement, as well as complete the additional information requested at the end of this list.
- The permit holder is required to create the plan; a copy of the plan must be submitted to Pierce County staff prior to permit approval and will be retained by the owner of the site or the public agency that permits the event as well.
- A copy of the plan must be available at the location for inspection by state and local authorities.
- This plan will be made available to Washington State regulatory agencies or local health or safety authorities in the event of an inspection.

- Permit holders are required to follow the Roadmap to Recovery – Phased Reopening region by region and industry specific guidance. Please discuss with your Parks Representative if you have additional concerns or questions.

EVENT ATTENDANCE REQUIREMENTS:

- a. The following attendance calculation considers an allowance to ensure adequate physical distancing is maintained for non-household members in attendance.
- b. This maximum capacity accounts for ALL attendees/guests, NOT including vendors or other technical staff (i.e.: officiant, wedding planner, photographer, videographer, etc.) Pierce County staff are also not counted towards the maximum capacity.

PHASE 2 Maximum Capacity for Wedding Ceremonies, Funerals, and Memorials:

EVENT SAFETY REQUIREMENTS:

Please initial your understanding and acknowledgement of the following requirements:

- _____ 1. For indoor events, capacities are set within guidelines and with the expectation that 6 feet of physical distancing is maintained between household groups. For outdoor events, groups in attendance can be no larger than 15 people, from a maximum of two different households, up to a maximum of 200 people. Social distancing of 6ft must be enforced throughout all indoor and outdoor events.
- _____ 2. Inform all employees, contractors, vendors, and guests that they must self-screen for signs and symptoms of COVID-19 before arriving at the location and stay home if they have symptoms. If symptoms develop while at the event, the guest, vendor, or employee must be sent home immediately. If any individual household member or vendor has been diagnosed with COVID-19 or symptoms of COVID-19 (including a fever above 100.4°F) they may not attend the service or work at the event.
- _____ 3. Permit holder must provide their own hand sanitizer, wipes and other disinfectant to maintain a clean environment for their attendees.
- _____ 4. Permit holder will provide masks to those attending who do not have one with them, or they are required to prohibit them from attending the event.
- _____ 5. Everyone in attendance at this event will be required to wear a face covering at all times during the event. The face covering requirement also applies to individual(s) leading a wedding or funeral service and others who speak during any live service. Wedding couples are exempted from the face covering and six feet physical distancing requirement from each other during the ceremony so long as they maintain six feet of physical distance from all other persons. The permit holder will document those attending who cannot wear a face covering due to a qualifying health condition or children under 2 years of age. (See [Department of Health's Order on Face Coverings.](#))
- _____ 6. Permit holder must ensure that proper physical distancing occurs in all waiting/lobby areas, and restrooms, as well as during all ceremonies and receptions.



- _____ 7. Attendees will be advised that only two persons will be allowed in each of the restrooms at a time. Physical distancing of six feet of space between attendees must be maintained while waiting for use of the restroom. Permit holder is responsible for informing guests of this requirement.
- _____ 8. All permit holders must adhere to physical distancing requirements and have six feet of space between the attendee's seats. Members of the same household may be seated together as a single unit during the ceremony.
- _____ 9. For wedding ceremonies/receptions, the couple's first dance and the parent dances are allowed, but must adhere to the following: only one pair may dance at a time, both must be wearing masks (unless they are part of the same household), and must remain six feet away from others.
- _____ 10. Permit holder will ensure that dancing is limited to no more than six people from the same group (defined in #1) on the dance floor at the same time. All must wear masks and remain at least 6ft away from any other person.
- _____ 11. Permit holder will ensure that all music and live entertainment, including emcees, DJs, and AV equipment, follows the [Live Entertainment - Theater and Performing Arts COVID-19 Requirements](#).
- _____ 12. Permit holder will be committed to keeping a log of all attendees at their event, including contact information (at minimum, name, phone number, and email address), up to two weeks after the event. This is required in the event contact tracing is necessary.

DINING:

If food is served at a reception for a wedding, funeral, or memorial service, the permit holder and vendors must comply, at minimum, with the [Restaurant, Tavern, Breweries, Wineries and Distilleries COVID-19 Requirements](#), in addition to the requirements listed below.

- _____ 1. The permit holder must provide access to hand sanitizer and encourage hand washing for every attendee.
- _____ 2. Tables and chairs must be placed in such an arrangement that six feet distance between each table and maximum of six people per table is achieved, with a maximum of two households per table.
- _____ 3. Only individual menus or programs should be distributed to each person. Reusable menus may only be allowed if they are laminated and sanitized between each use. You may also choose to provide this electronically or post it within the room.
- _____ 4. Face coverings must be worn at all times when not eating at a reception table. This includes while being seated, leaving, or going to the restroom. Masks must be worn at all times while attendees are seated and talking when no eating is taking place.
- _____ 5. All food service must be individually plated or boxed. No communal or buffet type service is allowed.
- _____ 6. Food and beverage distribution should be delivered directly to each table by a single server.
- _____ 7. Alcohol service is prohibited after 11:00 p.m.
- _____ 8. Standing is prohibited in any area of the establishment, except while waiting to be seated, and then must be done while maintaining six feet of social distance between households.

Please provide the name(s) and contact information of vendors providing the following applicable services:

Business Name	Contact Person	Phone Number	Email	Number of Employees in Attendance
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Wedding Planner: _____

Photographer: _____

Videographer: _____

Caterer: _____

Bartender: _____

Other: _____

Other: _____

ADDITIONAL EVENT DETAILS:

In addition to the checklist and vendor list, please provide us with additional details for your event below. Be sure to include your safety plan for each item. Facility staff will review and contact you if additional information is needed.

1. **Pre-Ceremony Prep/Set-up:** Please include time frames, details on space(s) needed, number of participants/attendees, and a general description of what will occur. Attach additional pages if necessary.



2. **Ceremony/Service:** Please include your schedule, number of attendees, exact location of ceremony/service, and desired chair groupings (to account for those attending from the same household). Attach additional pages if necessary.

3. **Photography:** Indicate if, when, and where you would like to take photos, as well as the designated times and your safety plan. Attach additional pages if necessary.



4. **Food and Catering (includes cake or dessert):** Please explain your reception food service plans, as well as your scheduled time(s). Attach additional pages if necessary.

5. **Beverage Service:** This is different than food service, although it falls under the same guidelines. Please explain the type of beverage service you would like to offer and how you will ensure safety and social distancing. Attach additional pages if necessary.

6. **First Dance(s):** First dances are allowed, per the checklist guidelines above. Please describe which dances will be included in your reception and how you will ensure safety of your guests. Attach additional pages if necessary.



7. **Other Reception or Event Activities:** Please use this space to describe any other service, ceremony, or reception activities as well as your safety plan for each item. Attach additional pages if necessary.

AGREEMENT AND ACKNOWLEDGEMENT:

I understand that failure to agree to and comply with the above conditions and/or any supplemental safety plan will result in cancellation of my permit and may result in immediate cancellation of the remainder of my event.

Permit Holder Name (printed): _____

Permit Holder Signature: _____

Date: _____