



Indoor and Outdoor Event Rental Safety Checklist Roadmap to Recovery – PHASE 3

Event: _____ Date _____

Host (Name) First: _____ Last: _____

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

Home Phone: _____ Cell Phone: _____

Email Address: _____

THIS SAFETY CHECKLIST APPLIES TO THE FOLLOWING:

- General events, wherever they are held indoors or outdoors, such as weddings, memorials, engagement parties, rehearsal dinners, birthday parties, retirement parties, and baby showers.

Please see the following: [Weddings, Funerals, and Events COVID-19 Requirements](#), [Fairs, Parades, Festivals, and Special Events](#), [Indoor Entertainment](#), [Theater & Performing Arts and Events](#), [Eating and Drinking Establishments](#), and [Spectator Events Requirements](#).

Any group wishing to offer public or private events, either indoor or outdoor, in Phase 3 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 a more detailed safety plan and schedule of events.

THE EVENT WILL INCLUDE:

- Protections for guests as well as protections for event employees 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 event 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 holder is 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:

- a. Please keep in mind 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.: planner, photographer, videographer, DJ, etc.). Pierce County staff are not counted towards the maximum capacity.

PHASE 3 Maximum Capacity for Indoor/Outdoor Events:

Frontier Park* 80 (Lodge Side A); **60** (Lodge Side B); **80** (Entire Lodge)

*Please contact staff directly if event is fully vaccinated

EVENT SAFETY REQUIREMENTS:

Please initial your understanding and acknowledgement of the following requirements:

- _____ 1. For indoor events, the above capacities are set within guidelines and with the expectation that six feet of physical distancing is maintained between table groups. Table groups will be no larger than eight people. For outdoor events, groups in attendance can be no larger than 15 people, up to a maximum of 400 people. Social distancing of six feet 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.
- _____ 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) speaking during any live event. *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 20-03 Face Coverings Exemptions.)*
- _____ 6. Permit holder must ensure that proper physical distancing occurs in all waiting/lobby areas, and restrooms, as well as during all activities.
- _____ 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 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 their attendee’s seats.
- _____ 9. Permit holder will ensure that all music and live entertainment, including emcees, DJs, and AV equipment, follows the [Theater & Performing Arts and Events](#).



- _____ 10. Permit holder will ensure that dancing is limited to no more than eight people from the same table group (defined in #1) on the dance floor at the same time. All must wear masks and remain at least six feet away from any other person.
 - _____ 11. Permit holder will be required to keep 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.
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DINING:

If food is served at an event, the permit holder and vendors must comply, at minimum, with the Department of Health [COVID-19 Guidance for Food Workers & Food Establishments](#), 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 eight people per table is achieved.
- _____ 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 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 may be individually plated or boxed. Buffet and cafeteria style service is allowed, but must follow [Department of Health Covid-19 Guidance for Food Workers & Food Establishments](#). Details must be submitted with this document (see below).
- _____ 6. Alcohol service is prohibited after 11:00 p.m.
- _____ 7. Standing is prohibited in any area of the establishment, except while waiting to be seated or in lobby areas, and then must be done while maintaining six feet of social distance.

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
Photographer:	_____				
Videographer:	_____				
Caterer:	_____				
Bartender:	_____				
Event Planner:	_____				
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. **Safety Plan:** Explain your safety and social distancing procedures for the following: Table/chair arrangements, guest arrival/departure procedures, schedule of event, etc. REMINDER: Dancing is allowed in table groups but must remain socially distanced.

2. **Live Entertainment:** Please include your schedule of live entertainment and any other details. Attach additional pages if necessary.

3. **Food and Catering (includes cake or dessert):** Please explain your food service plans, as well as your scheduled time(s). See the [Department of Health Covid-19 Guidance for Food Workers & Food Establishments](#) for specifics and attach additional pages if necessary.

4. **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.

5. **Dancing:** Dancing is allowed, per the checklist guidelines above. Please describe your safety plan for allowing dancing at your event. Attach additional pages if necessary.

6. **Other Event Activities:** Please use this space to describe any other event activities as well as your safety plan for each item. Attach additional pages if necessary.

7. Vaccinated Events: Will all event attendees be fully vaccinated? Yes ___ No ___ Initials _____

For fully vaccinated events: In order to adhere to CDC guidance, if all event attendees are fully vaccinated, permit holders are required to submit a detailed plan (below) to Pierce County Parks staff stating the method they will use to collect and confirm that each guest is vaccinated. For those unable to receive the vaccine between 2 and 15 years of age or adults with a health condition preventing vaccination, persons must provide proof of a negative COVID-19 test within 72 hours before the event date. Any individual who is symptomatic, even if fully vaccinated, will not be allowed to attend the wedding or event. If the permit holder is not able to provide this information or if an any unvaccinated attendee does not qualify through one of the exceptions above, then the event may only operate under the current Phase 3 guidelines.

In addition, guests must sign-in upon entry noting the following information at minimum: name, phone number, and vaccination status. Sign-in sheet must be readily available to Pierce County Parks staff upon request.

Please describe the method in which you will collect and confirm each attending guest is vaccinated:

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: _____