

## Meet Safely with Prestige

**Please Note:** Due to the current Provincial Health Order, meetings and events are not permitted until January 9, 2021. Future bookings will be subject to a possible extension of the Provincial Health Order or other restrictions resulting from COVID-19. We look forward to welcoming your meeting or event when it is safe to do so.

It's time for companies to regroup and begin their in-person meetings and events again. While things look different than before, there are plenty of ways to host your meeting with Prestige and feel confident that you're keeping your employees safe and comfortable. Below are some quick answers to some of the top questions you may have; please ask us for more thorough details if needed.

### 1. How large is my meeting or event allowed to be?

The current Provincial Health order limits all public events and gatherings to 50 attendees, plus hotel staff. During an event, patrons who leave the event/venue are not permitted to be replaced by other new patrons, regardless of whether the group size remains at 50 or fewer. There can be no overlap of guests/time slots per maximum gathering of 50 people.

### 2. Do we have to socially distance at our meeting or event?

Yes - a distance of two metres from one another and from staff, unless they are in the same family or expanded social group, must be maintained. This includes those seated at tables.

### 3. Do I have to ask my guests to pre-register or provide contact information?

Yes. Information required includes first and last name, phone number, and email. This information will be retained at the hotel for 30 days and used in the event there is a need for contact tracing.

### 4. What other measures will Prestige have in place to ensure our safety?

All guests and staff are required to use hand sanitizer prior to entering, staff and guests must wear masks, washrooms will be well stocked and frequently cleaned, and meeting room doors will be marked "in" and "out".

### 5. What am I responsible for as the event organizer?

Organizers/volunteers must monitor the crowd for physical distancing, advise those who are ill not allowed to attend, and greet each person and confirm their well-being upon entrance to the event.

### 6. Are we allowed to have entertainment, guest speakers, or a dance?

Guest speakers and entertainers are permitted as long as they do not exceed the maximum number of attendees. Dancing is not allowed. If live music is provided, a physical barrier must be installed between the performers and the patrons and there must be at least a three-meter separation. Music must not be louder than a conversation.

### 7. What are we allowed to have in terms of food and beverage services?

Prestige locations are pleased to offer a variety of meal options for your event. Please inquire.

### 8. What protocols will Prestige follow to ensure safe food and beverage practices?

Hand sanitizers will be within easy reach, food service will follow required protocols, and high touch surfaces will be frequently sanitized. Additionally, water carafes/glasses will be on each table, and liquor must be served/sold to patrons seated at each table.

### 9. Will Prestige allow other company's events or meetings to be held at the same time as ours?

If there are one or more meeting spaces in a building, we are permitted to host two events at once however strict protocols will be in place including no contact amongst the groups, separate entrances to each meeting rooms, and there will be separate washrooms for each group. The meeting space will be thoroughly cleaned for each event.

### 10. Does Prestige have audio visual equipment available so we can have guests attend virtually?

Yes - our properties are equipped with screens, projectors, microphones, and speakers to ensure that you can connect with guests virtually from anywhere in the world. Premium WiFi is also provided.

### 11. Are there time restrictions on my event?

Yes - we are required to only serve alcohol between 11am - 10pm. We are required to close the event facility by 11pm.

*Note: This document is accurate to the best of our knowledge as of December 10, 2020. The answers provided are based on guidelines prior to the recent Provincial Health Order which is in place until January 9, 2021. Protocols are subject to Provincial Health Orders which may be extended or updated. Please be assured that Prestige takes the health and safety of our guests very seriously. We look forward to working with you to plan your next successful meeting or event. Please let us know if you have any further questions, comments, or would like a copy of our comprehensive meeting and special event protocols.*