

Garey House – COVID-19 Event Checklist

Updated May 21, 2021

Weddings and events being held at Garey House may return to 100% capacity and the use of face masks is no longer required.

Governor Abbott lifted the statewide mask mandate and is allowing all businesses and facilities to return to 100% capacity (Executive Order GA-34) effective March 10, 2021.

Individuals should, to the extent possible, minimize in-person contact with others not in the individual's household. Minimizing in-person contact includes maintaining 6 feet of separation from individuals.

Individuals are encouraged to wear face coverings over the nose and mouth wherever it is not feasible to maintain 6 feet of social distancing from another person not in the same household.

Below are some actions to consider for the safety of you and your attendees:

Event Layout:

- Hold the wedding ceremony, cocktail hour, reception, and dancing outdoors, when possible.
- Have assigned seating, limiting ceremony rows and reception tables to individuals from the same group, party or household.
 - The Client could have seating charts on display for attendees to find their seats or contact individuals prior to the event with their seating assignments.
- Limit the number of seats at each reception table:
 - 60 in. Rounds – Seat 8 comfortably – 6 recommended for distanced seating
 - 6 ft. Rectangles – Seat 6 comfortably – 4 recommended for distanced seating
 - 7 ft. Farms – Seat 6 comfortably – 4 recommended for distanced seating
 - To seat a group of 10+ comfortably, Garey House recommends placing 2 or 3 rectangle tables together (end on end or in a u-shape)
- Allow additional spacing between ceremony rows and/or attendees
- For guest book/sign-in: Consider placing hand sanitizer close by, or purchase enough pens for single use, and label jars/cups as “new” and “used.”
- Spread cocktail tables around a large outdoor space during cocktail hour to allow attendees to maintain social distancing.
- If the Client will be providing lawn games, place hand sanitizer nearby for attendees to use prior to touching the shared items.

Food & Drink:

- Decisions about food service are ultimately up to your caterer. Please contact your caterer, bartender and/or staffing company regarding food/beverage requirements they may have in place prior to your final walkthrough.
 - Garey House recommends eliminating any self-service station, including but not limited to appetizers, buffet, cake/sweets, beverage dispensers, etc. Having catering staff serve food/beverages to attendees helps minimize contact.
 - We advise against any type of cake or sweets display that would require the ability for a wedding attendee to accidentally touch another dessert while grabbing their item. (*Ex. Donut displays or dessert tables with multiple items*)
 - Couples may also consider having the cake knife and server brought out at the time of the cake cutting, rather than pre-set on the table prior to service.

Getting Ready:

- Decisions regarding face masks and spacing for hair and makeup services are ultimately up to the vendor. Please contact your vendors for additional information.
- Consider having the individuals getting their hair and/or makeup done on-site rotate through the “vanity area” of the prep suite 2-3 at a time to allow for social distancing.

Health protocols for wedding attendees:

- Attendees should self-screen before going into the venue for any signs or symptoms of possible COVID-19. Do not enter if symptoms are present.
- Attendees should wash or disinfect hands upon entering the venue and frequently throughout the event. Carry and use hand sanitizer regularly, especially before eating.
- Individuals are encouraged to wear face coverings over the nose and mouth wherever it is not feasible to maintain social distancing from another person not in the same group or household.
- Garey House may prop open entrances and exits with door stops during continuous entry or exit of attendees, when weather permits.

Health protocols for managing the facility:

- Employees and contractors will self-screen before entering the venue.
- Employees and contractors will maintain at least 6 feet separation from other individuals whenever possible. Garey House encourages catering staff and bartenders to use face covering and gloves when serving guests.
- Employees will regularly and frequently clean and disinfect restrooms and any regularly touched surfaces, such as doorknobs, tables, and chairs and any items that come into contact with attendees.
- The venue will be properly cleaned and sanitized after each event, including furnishings used for ceremony and dining, bathroom stalls, countertops, etc.

****NOTE: Information is subject to change, as new regulations may be put in place by the State of Texas, Williamson County, the City of Georgetown and Garey House prior to your event date.****