

Country Heritage Park

Step 3
Wedding & Events Regulations

Eventbrite Registration



COVID-19



Country Heritage Park is dedicated to putting the safety of our clients, staff and guests as our highest priority.

Given the current situation and following the guidance of Ontario's Chief Medical Officer of Health, Country Heritage Park will be moving forward with the following procedures that will be implemented for privately booked weddings and events.

New Changes

Every booked wedding/event will be registered as a private, free, ticketed event on Eventbrite

- Each wedding/event will get a specific URL (web link) that requires [all attendees](#) to register
 - attendees include: marrying couple, all guests ages 0+, external vendors, officiants, décor personnel, florists, catering staff, etc.
- Only individuals who have the url and the password will be able to register for a ticket
 - example url: www.eventbrite.ca/e/template-weddingevent-tickets-161232056421
- Guests/attendees will be able to register [3 weeks prior](#) to the function date
- Registration will close [3 days prior](#) to the function date
- Only registered guests/attendees will have access onto Country Heritage Park property

No Ticket = No Entry

- Each Eventbrite ticketed event will have wedding/event information on it for your guests
 - example: location, time, parking location and general additional wedding/event information

Why are we doing this?

Under the Ontario regulations and instructions given by the Office of the Chief Medical Officer of Health, establishments are required to screen individuals for covid-19 symptoms before they enter the premises. In accordance with these regulations, Country Heritage Park has designed these tickets as a COVID-19 pre-screening questionnaire and therefore the tickets will be collected upon entry and filed for one month. This information will only be disclosed to a Medical Officer of Health or Inspector under the Health Protection and Promotion Act of Ontario.

As a busy event establishment, we feel as though this is the best way to ensure the safety of our staff as well as the safety of our guests, with no compromises. according to the Reopening Ontario Act, 2020 each person that does not comply may be subjected to fine. Country Heritage Park as an establishment would also be subjected to a fine.

There is a lot of COVID-19 literature on the web that may cause conflicting information relating to COVID-19. However, what we have stated, implemented and have written is what Country Heritage Park as private organization feels as though needs to be in place in order to conduct a safe event, while reducing the spread of COVID-19 in a group setting.

Event Regulations

Country Heritage Park Event Regulations

Masks and Face Coverings

- Every person while on Country Heritage Park property is required to wear a mask or face covering both indoors and outdoors while traveling to different locations, interacting with a CHP staff member, caterer and/or any individual(s) who are not from the same household
- Every person while on Country Heritage Park property is required to wear a mask or face covering while indoors of a building
- A mask or face covering is not mandatory in an outdoor setting where individuals are able to maintain a 2 meter distance from another person who is not from their household
 - Country Heritage Park as an organization encourages wearing a mask or face covering while outdoors on our property
- A mask or face covering may be removed for the purpose of eating and drinking - only while seated at a table
- A mask or face covering may be removed at the podium while giving a presentation and/or speech as long as a 2 meter distance is maintained from the audience
- A mask or face covering may be removed during a performance as long as a 2 meter distance is able to be maintained
- If individuals do not comply with wearing a mask or face covering and are not exempt, they understand they may be fined under the by-law of the Reopening Ontario Act, 2020- which states every person who contravenes this bylaw may be issued a penalty notice under the Administrative Penalty System (APS).

Face Mask Definition and Exemptions

- A mask or face covering shall cover your mouth, nose and chin
- Face shields alone are not acceptable
- Exemptions:
 - children under 5 years of age (Milton bylaw)
 - someone who has been previously diagnosed with a health related condition, such as COPD

Social Distancing and Safety Measures

- Every guest/attendee should to the best of their ability try to maintain at least 2 meters distance from all other persons who are not within their household at all times, indoors and outdoors
- Multi-day events/meetings should remain with the same group/cohort for the duration of the entire event/meeting.
- It is required by the couple/client to provide both hand sanitizer and wipes for any and all equipment that will be used by multiple individuals, such as a microphone
- Guests/ attendees are encouraged to wash their hands frequently with soap and water
- Country Heritage Park COVID-19 rules and house keeping notes must be announced at the beginning of your wedding/event reminding guests of event regulations, safety protocols and house rules
- We encourage contactless interactions, and as such, event organizers that have a registration process in place, should consider an online process as registration tables will not be permitted

Event Regulations Cont'd

Table Seating

- Each 60 inch round table will seat no more than 8 people
 - excludes: babies in arms and toddlers
- Integrated households are permitted for table seating
 - Country Heritage Park encourages only members of the same household be grouped together
- Each table will be 2 meters from another table (chair back to chair back)

Food and Beverage - Step 3, Reopening Ontario Act, 2020

- Served buffets are permitted
- Food trucks are permitted as long as each person is able to maintain at least 2 meters from another while congregating into a line
- Guests must remain seated while consuming food and beverage

Live Entertainment/ Performances

- If live entertainment is performed for guests/attendees either inside or outside, the performers must maintain a physical distance of a least 2 meters away from any other individual or may be separated by a plexiglass or some other impermeable barrier

Capacity Limits - Step 3 Reopening Ontario Act, 2020 - July 16, 2021 onward

ACCORDING TO THE ONTARIO REOPENING ACT, THE HEALTH UNIT HAS DECLARED THAT EVERY INDIVIDUAL FROM NEWBORN AND OLDER COUNTS TOWARDS YOUR CAPACITY TOTAL

- This includes: guests/attendees, officiant, photographers/videographers, décor personnel, bar tenders, etc.
- This also includes the marrying couple
- Excluded are Country Heritage Park Event Staff

Business Meetings

- The Carriage House - 75% capacity
 - Banquet Rounds; 112 person maximum
 - Cabaret/ Half Rounds; 67 person maximum
 - Auditorium/ Theatre style; 187 person maximum
 - Cocktail Style; 187 person maximum
- The Gambrel Barn - 50% capacity
 - Banquet Rounds; 140 person maximum
 - Cabaret/ Half Rounds; 90 person maximum
 - Auditorium/ Theatre style; 200 person maximum
 - Boardroom/ U-shape; 80 person maximum
 - Cocktail Style; 200 person maximum
- Puslinch Townhall - 50% capacity
 - Banquet Rounds; 40 person maximum
 - Cabaret/ Half Rounds; 30 person maximum
 - Auditorium/ Theatre style; 50 person maximum
 - Boardroom/ U-shape; 25 person maximum
 - Cocktail Style; 60 person maximum

Event Regulations Cont'd

Capacity Limits - Step 3 Reopening Ontario Act, 2020 - July 16, 2021 onward

ACCORDING TO THE ONTARIO REOPENING ACT, THE HEALTH UNIT HAS DECLARED THAT EVERY INDIVIDUAL FROM NEWBORN AND OLDER COUNTS TOWARDS YOUR CAPACITY TOTAL

- This includes: guests/attendees, officiant, photographers/videographers, décor personnel, bar tenders, etc.
- This also includes the marrying couple
- Excluded are Country Heritage Park Event Staff

Rite / Ceremony

- chairs set-up in traditional ceremony style/theatre style
- bottled water permitted
- a mask or face covering must be worn during an indoor ceremony unless exempt

Outdoor Ceremony Sites

- *The Meadow - 112 people --> contingency location tbd*
- *The General Store - 140 people --> contingency location tbd*
- *The Lilac Meadow - 100 people --> contingency location tbd*

Indoor Ceremony Venues

- Gambrel Barn (excluding loft) - 180 people
- Puslinch Town Hall - 25 people

Receptions / Funerals/ Religious Services

- tables and chairs set-up

Outdoor Venues

- *The Carriage House - 112 person maximum with and without dancing*

Indoor Venues

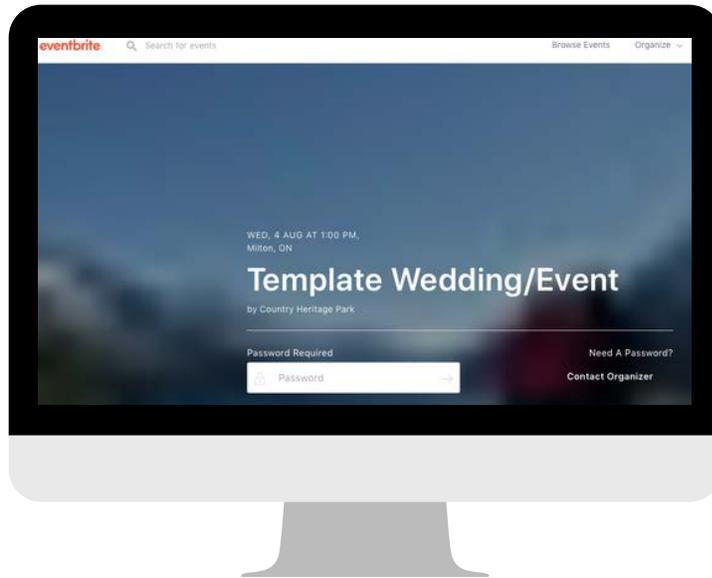
- *The Gambrel Barn - 140 person maximum with no dancing*
- *The Gambrel Barn - 70 person maximum with dancing*

Liability

- All attendees agree to immediately notify Country Heritage Park if they or anyone in their household develops any symptoms of COVID-19 (*fever, dry cough, shortness of breath or difficulty breathing, etc.*) within 14 days of attending an event.
- All attendees agree that by attending an event at Country Heritage Park they assume the risk of contracting COVID-19. They release and indemnify Country Heritage Park, its agents, and employees from any and all actions, claims, damages, and or costs incurred if from contracting COVID-19.

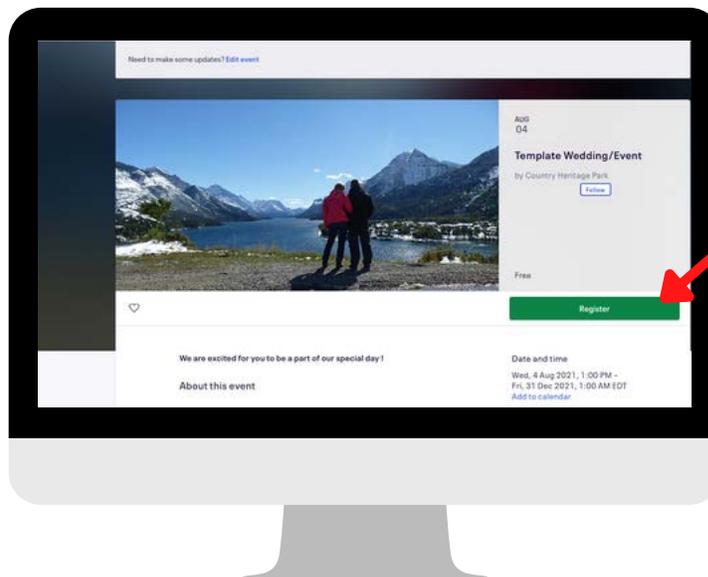
** This information has been updated on July 13, 2021 with the regulations pertaining to Reopening Ontario, Step 3 and will be revised accordingly. **

Eventbrite - Ticket Site



SCREEN EXAMPLE OF A COPIED AND PASTED URL (WEB LINK) INTO A SEARCH BAR

- An Event Coordinator will provide the couple/client with their URL and password
- It is up to the couple/client to pass along the URL to ALL attending guests
 - if your guests/attendees try to search in Eventbrite your wedding name it will not appear as this is programed as a private event
- Registration will open 3 weeks prior to the function date
- Registration will close 3 days prior to the function date
- **NO TICKET = NO ENTRY**



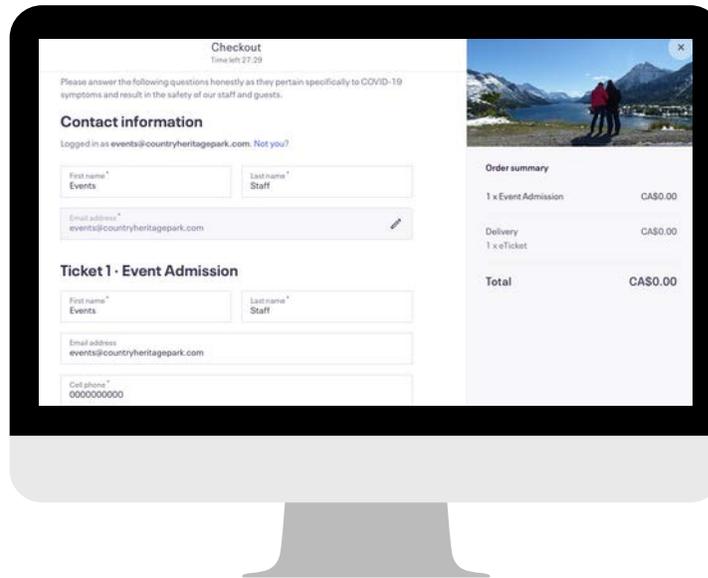
Registration Button

- **Marrying Couple**
- **All/Each/Every Guest & Attendee**
- **External Vendors**

SCREEN EXAMPLE OF ACCESS INTO WEDDING/EVENT

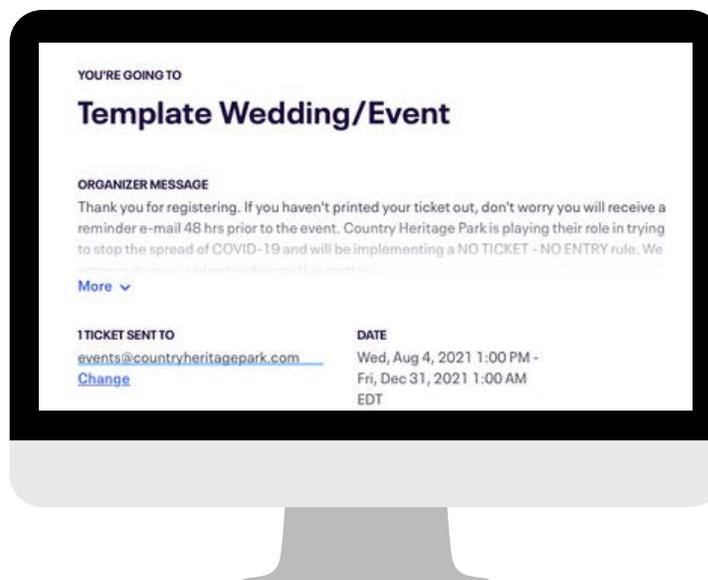
- Couple/client can provide a picture or logo to add to the homepage of their function
- Couple/client can provide additional event details to be added to the homepage of their function
- Guests/attendees can view all event details on this page
- Guests/attendees will not be able to register for the wedding/event 3 days prior to the function date - as the wedding/event will be closed
- This page is where guests/attendees will register for a ticket - this ticket is what needs to be printed in paper form and handed to a Country Heritage Park employee to gain access onto the property

Eventbrite Cont'd



SCREEN EXAMPLE OF COUNTRY HERITAGE PARK COVID-19 SCREENING QUESTIONNAIRE - YOUR TICKET !

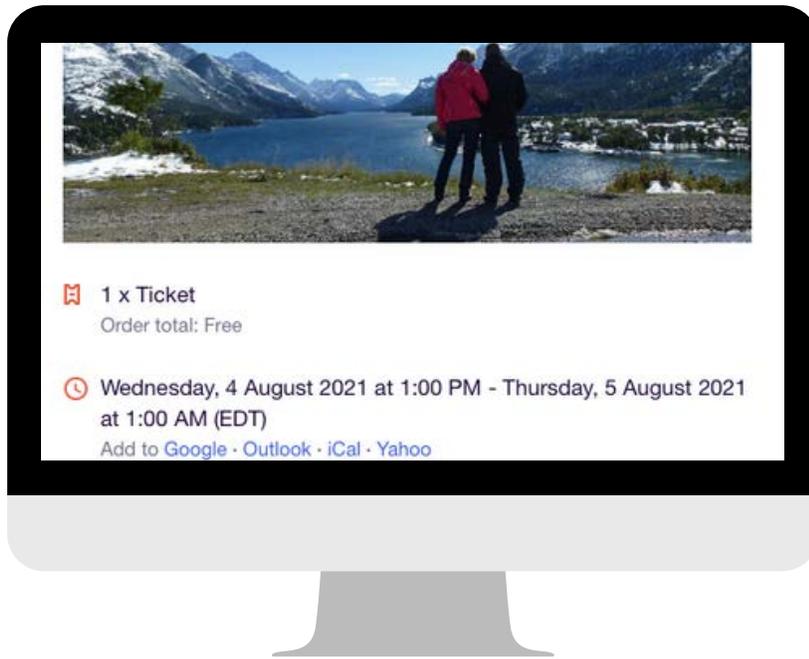
- After completion of this questionnaire, your guests/attendees ticket will be generated
- **No Ticket = No Entry**



SCREEN EXAMPLE OF A COMPLETED REGISTRATION FOR WEDDING/EVENT

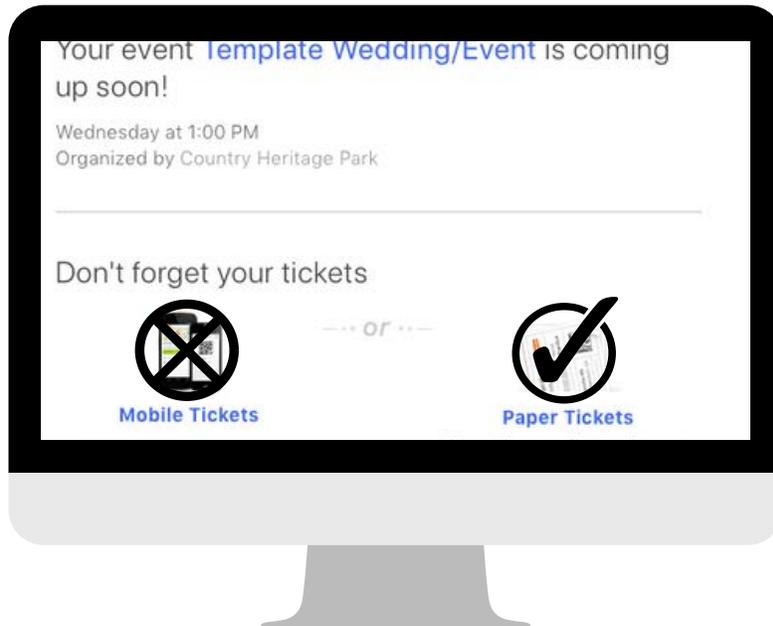
- After completion of the COVID-19 screening questionnaire, your guests/clients will receive a confirmation e-mail along with a pdf printable ticket
- The pdf printable ticket is what Country Heritage Park will be collecting to allow access onto the property
- If your guests/client do not print their ticket right away, a reminder will automatically be sent to their registered e-mail 48hrs prior to the event start date
- Guests/attendees will not be able to amend any answers to the questionnaire
- Guests/ attendees will not be able to register for the wedding/event 3 days prior to the function date
- **NO TICKET = NO ENTRY**

Eventbrite Cont'd



SCREEN EXAMPLE OF CONFIRMATION E-MAIL GUESTS/ATTENDEES WILL RECEIVE

- Guests/attendees can conveniently add this event to their calendars from this page
- Provides a great overview of the wedding/event details all in one place



SCREEN EXAMPLE OF E-MAIL REMINDER FOR WEDDING/EVENT

- Automatic e-mail reminder will be sent to all registered guests/attendees to bring their printed ticket
- A reminder is sent to their registered e-mail 48hrs prior to the event start date

JUST A REMINDER; NO TICKET = NO ENTRY

If you have any questions please contact an Event Coordinator at
Country Heritage Park
events@countryheritagepark.com or 905-878-8151