

ATTACHMENT 20  
EVENTS AT FUNCTION SPACES

Ballrooms, banquet halls, catering halls, and other event spaces that have a Chapter 509 Florida License from the Department of Business and Professional Regulations, Division of Hotels and Restaurants (collectively, “Function Spaces”), may operate subject to the regulations in this **Attachment 20** and any other applicable rules in the County’s Emergency Orders, including the facial covering requirements in Emergency Order 20-21, as amended. This Attachment applies to both indoor and outdoor Function Spaces.

**A. Capacity Requirement:**

1. The Function Space must operate at no more than fifty percent (50%) of its capacity and must not, under any circumstances, exceed 100 guests per event (including the event hosts). Where the Function Space is comprised of multiple rooms or ballrooms, each such room or ballroom must operate at no more than fifty percent (50%) of the room’s capacity, and each ballroom must not exceed 100 guests per event.

2. Tables must sit no more than fifty percent (50%) of those who would typically be able to sit at a table of its size.

3. Tables must be spaced at least six feet (6’) from each other. Tables may not be joined together to form larger tables.

**B. Operational Requirements:**

1. Each event held at or in a Function Space that is expected to be attended by ten (10) or more people must have a designated monitor to ensure safeguards and protocols, including all required by this Attachment and all relating to facial coverings, are in place and are properly followed by hosts, guests, vendors, and staff.

2. Function Spaces wishing to hold or host any events must enter into a contractual agreement with the customer wishing to have an event at the Function Space. Such agreement must, at a minimum, meet the following requirements:

a. The contract between the Function Space and the customer must outline all applicable requirements of Broward County’s Emergency Orders, including social distancing and facial covering requirements.

b. The contract must clearly state that for purposes of the contract and applicable Broward County Emergency Orders, the word “household” refers to a group of persons that are residing together in the same home and not just persons that are of the same family but do not live together.

c. Upon entering into a contract, the customer booking the Function Space must be provided with a copy of the most up-to-date versions of

**Attachment 1, Attachment 2, and Attachment 20** to Broward County Emergency Order 20-21, as amended.

- d. The contract between the Function Space and the customer must clearly state that failure to abide by all applicable Broward County Emergency Orders in connection with the event will immediately result in the event being suspended by the operator of the Function Space, and all those in violation of a Broward County Emergency Order will be immediately removed from the premises and may be subject to civil or criminal penalties.
3. To the extent any food or drinks will be offered at the event, the Function Space must also comply with **Attachment 2** (“Restaurants and Food Establishments”) of Emergency Order 20-21, as amended.
  4. All guests must have pre-assigned tables. Guests should be informed of their assigned table prior to the event in order to avoid the need for table cards. In the event table cards are needed, such tables must be spread out to the fullest extent needed to prevent crowding.
  5. Food and drinks may only be consumed while customers are seated at their assigned tables.
  6. Food and drinks must be served by Function Space staff. No self-service buffets, family-style meals, or passed hors d’oeuvres are allowed.
  7. Guests must wear facial coverings in accordance with Section 3 of Emergency Order 20-21, as amended, which requires guests to wear facial coverings at all times except when actively eating or drinking. Guests do not have to wear facial coverings for the shortest practicable period of time required to take a photograph, provided that facial coverings are worn immediately before and after the picture has been taken. Staff working the event must wear facial coverings at all times.
  8. The dance floor must remain closed except for special dances (e.g. for weddings, the first dance or father/daughter dance). If the special dance involves two (2) people or fewer, participants in the special dance may remove their facial covering only for the duration of the dance but must wear facial coverings immediately before and after the dance is completed. If the special dance involves more than two (2) people, then all participants must wear facial coverings at all times, including during the dance.
  9. For events where a cake will be displayed, the cake must be out of reach of guests. Any cake consumed at the event must be served to guests by staff or designated personnel as stated in Section A.6 of this Attachment.
  10. For events with dessert tables, the dessert tables must be out of reach of guests. Any desserts consumed at the event must be served to guests by staff or designated personnel as stated in Section A.6 of this Attachment.

11. All activities that encourage people to congregate should be avoided (e.g., bouquet or garter toss).

12. During Cocktail hours or receptions, guests must be seated at their assigned tables, including while ordering and consuming food and drinks.

13. Any performer providing live entertainment at the Function Space must maintain at least ten feet (10') of distancing from guests at all times.

### **C. Sanitation Requirements:**

In addition to following all applicable requirements in **Attachment 1**, all Function Spaces must comply with the following requirements:

1. The Function Space must use air filters that are MERV 17 rated (or better) to allow for enhanced air quality. Alternatively, the Function Space may use an iWave machine with ionization, an U.V. light device, or other similar device in the air handler unit to allow enhanced air quality.

2. Hand sanitation stations must be available throughout the Function Space and at all entryways and exit doors.

3. To the extent possible, events should be held outdoors.

### **D. Signage Requirements:**

Function Spaces must post the signage required by Emergency Order 20-23. If the function space is operating as a food establishment or restaurant, the signage for *Restaurants* must be posted in addition to the signage required for all *Establishments Conducting In-Person Business With The General Public*. The required signage is available at <https://www.broward.org/CoronaVirus/Pages/EmergencyOrders.aspx>.