

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 Broward County Emergency Orders. This Attachment applies to both indoor and outdoor Function Spaces.

A. Capacity Requirement:

1. The Function Space must comply with the applicable capacity requirements in Section A of **Attachment 2** (All Establishments Serving Food or Alcohol) of Broward County Emergency Order 20-21, as amended.

B. Operational Requirements:

1. Each event held at or in a Function Space that is expected to be attended by 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. Service of food and/or drinks must comply with **Attachment 2** 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 Broward County Emergency Orders, 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. 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.

9. 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.

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

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

12. Any performer providing live entertainment at the Function Space must maintain at least 10 feet of distancing from guests at all times.

C. Sanitation Requirements:

In addition to following all applicable requirements in **Attachment 1** and **Attachment 2** of Emergency Order 20-21 as amended, 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>.