

Guidelines for Hall Rentals Stage 3 Recommendations



As of July 17, 2020 the Province of Ontario moved to Stage 3 of their plan to reopen. This stage provides more businesses and facilities an opportunity to open and offer services that had been previously unavailable.

The Township of Zorra is now able to open their community centres, halls and facilities to rentals for meetings and social gatherings, under the following restrictions:

This document has been updated to reflect the changes made by the Province of Ontario to the gathering limit, effective September 20, 2020.

INDOOR FACILITIES

Indoor Facilities can be rented for organized events or meetings, social gatherings, or recreational courses and instruction.

The Renter is responsible for ensuring the following conditions are met. Township staff will meet with the renter to review and confirm compliance off the established protocols.

Capacities:

Gatherings limits indoors will be determined based on the facility and purpose. This gathering limit is also dependent on the size of the facility and its level of monitoring by facility staff:

- The large halls at the Thamesford District Recreation Centre and the Embro Zorra Community Centre are monitored and can permit a gathering up to 50 people.
- The Small Hall at Embro Community Centre, the Beaty Room in Thamesford and the Town Hall in Embro are unmonitored facilities and can permit gatherings up to 10 people.

Individuals renting the facilities are responsible for ensuring that physical distancing can be maintained of at least 2 metres with people from outside their households or social circles.

Facilities rented for religious services, rites or ceremonies (e.g. funeral service or wedding ceremony) can accommodate up to 30% of the capacity of the room:

- The large halls at the Thamesford District Recreation Centre and the Embro Zorra Community Centre will allow up to 75 people. (30% of 250)
- The Small Hall at Embro Community Centre, the Beaty Room in Thamesford and the Town Hall in Embro are unmonitored facilities and will not be available for rental.

Stag and Does are not permitted at this time.

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Contact Tracing:

- The renter is responsible for collecting a record of contact information of all participants who attended your event to support effective contact tracing. This information must be provided to the Township immediately following your rental. Forms for the collection of this information can be provided by the Township.

Refreshments:

Food and drink may be provided at your event. It is suggested the following recommendations are in place:

- Table seating must be provided.
- Physical distancing of at least 2 metres between tables is established
- Buffet or self-serve is not permitted
- Alcohol can be served provided it does not interfere with or encourage guests to contravene these recommendations or other guidelines established by the Province or Southwestern Public Health. All requirements regarding the service of alcohol must continue to follow the current Municipal Alcohol Policy.

Entertainment

Singing or music may be performed at your event by a person or group, with restrictions that include barriers and physical distancing. Dancing is not permitted by guests at this time.

Cleaning & Disinfecting

The facilities will be cleaned and disinfected upon your arrival to the facility. It is the responsibility of the renter to continue to maintain sanitizing of high touch surfaces in the facility throughout the duration of your rental, should be occur over a prolonged time period.

Other Recommendations & Considerations:

- All visitors are asked to self-screen and not to enter the facility if
 - They have travelled outside Canada in the last 14 days
 - They have symptoms of COVID-19 or are feeling unwell.
 - Someone in their household has had COVID-19 symptoms in the past 14 days or has been exposed to someone who has or is recovering from COVID-19.
- As per Southwestern Public Health, face masks are required to be worn in all enclosed public spaces for people over the age of 2.
- Consider your traffic flow and space design to allow for proper physical distancing.
- Providing hand sanitizer at various locations throughout the facility.

Guest Attendance Tracking



Please record information of all persons who enter the facility during your rental, including minors. The capacity shall not exceed 50 people.

Event Date: _____ Event Organizer: _____	
Name of Guest	Phone Number
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25.	

Guest Attendance Tracking



Name of Guest <i>(continued)</i>	Phone Number
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