

Rental Event Requirements for Philbrook Clients

Supplemental Policies

October 15, 2020 through June 30, 2021
Version 4.0

Overview

Due to the ongoing Covid-19 Pandemic, Philbrook is limiting event capacity, adding new requirements and guidelines for event rentals. These have been set forth from information from the CDC and local and national government authorities and are subject to revision as circumstances change.

Philbrook requires masks during event rentals with 100% compliance and no mask removal aside from the few basic exceptions outlined below. Due to this, Philbrook is limiting rental events to Wedding Ceremonies, Meetings, Lectures, and events with no food or beverage service in order to ensure mask compliance. Outdoor events are preferred and outdoor rental upgrades are offered at no charge during this period.

Event Spaces & Capacities

- Gardens, Rotunda, Mabee Lobby, Patti Johnson Wilson Hall, Terrace, Villa Great Hall and Kitchen 27 are the available event spaces.
 - Capacities:
 - March 1, 2020 through June 30, 2021 – Events with 130 Guests Only

Specifics

- Philbrook staff and all guests are mandated to wear masks at Philbrook events. A distance of at least 6 feet must be maintained between staff and guests.

Exceptions to mask requirement at events:

- **Ceremony:** The two people getting married may remove their masks during the wedding ceremony.
 - The officiant must wear a mask during the ceremony and maintain physical distance from the couple. Guests are required to wear masks outdoors while seated at the ceremony.
- **Receptions and Food Service are not permitted:** Due to the nature of mask removal required for food and beverage, reception events are not permitted. (Food & Beverage service is permitted for events beginning July 2021 through December 2021 at an event capacity of 130.)
- **Photography:** While taking posed portraits at events, people in the same household may remove their mask and pose together. People who do not reside in the same household may remove their mask temporarily and pose 6 feet apart, or pose together while wearing a mask.

- Philbrook Security will welcome all event guests on arrival followed by a required touchless temperature check and brief health screening with basic questions. If event guests have experienced any symptoms or been exposed to anyone who has tested positive for covid-19, they may be asked to either attend an outdoor portion of the event only, or be asked to leave the event.
- To minimize the number of Philbrook and Kitchen 27 staff interacting with guests, the event host, event planner and important guests should store the phone number of Philbrook Security (918-748-5386), Philbrook Event Manager (918-748-5399) Customer service and onsite needs may be requested by phone in addition to asking in-person staff for assistance. Requests by phone may include food service needs, facility navigation questions, cleaning requests, heat and air requests, accessibility requests such as golf cart rides, and more.
- Restrooms will be limited to one person at a time during events and will be sanitized frequently. Some restrooms may be closed during events to ensure cleaning protocols. Green room will not be attended and cleaning supplies will be provided in the space for self-serve use.
- All vendors are also required to wear masks during deliveries, event setups and tear downs.
- We ask that you and your guests refrain from physical contact with those outside your household including hugging, handshakes, high fives, etc.
- Philbrook is offering pre-designed events only with minimal changes permitted. Event designs provide at least 6 feet of physical distance between guests, tables, chairs and furnishings. Ceremony chairs should be set in groups of 5 or less with 6 feet between rows and groups.

Event Designs:

- In addition to observing the above capacity requirements:
 - Event hosts should consider either foregoing traditions involving shared items such as guest books, bouquet toss, party favors, microphone sharing, or other touch items OR make reasonable accommodations to redesign traditions/provide sanitization or disposable options. Masks are required during all traditions.
 - Ceremony Chairs should be placed in groups of no more than 5 with space between them to allow for guests who do not share a household to maintain a physical distance during the ceremony. Rows should be placed approximately 6 feet apart.
 - Designs should, generally speaking, account for enough space for conversations at a 6 foot distance to minimize extended up-close conversations. Again, masks are required in addition to 6 foot distancing.

Enforcement

The Event Host is ultimately responsible for the adherence to these policies. It is expected that these requirements be communicated in advance to your event guests. It is expected that the event planner actively model and verbally enforce mask wearing covering the nose and mouth at all times except the allowances mentioned above.

During the Event:

- The Event Host/Planner is required to actively enforce mask wearing covering the nose and mouth during the event for all event guests and vendors. A reminder is required if the mask is off the face or not covering both the nose and mouth. Philbrook may require the Host/Planner issue reminders on Philbrook's behalf to non-compliant guests.
- Additional announcements may be required at the request of Philbrook staff to the event planner or host. The announcement may require a pause in music or entertainment to ensure adherence and maintain safety.
- Please note that Event staff may extend polite reminders to guests that masks are required at all times (except those noted previously). Disposable masks are available upon request from any staff member as needed. Should a guest refuse to comply after multiple requests, Philbrook retains the right to ask any noncompliant guest to leave the campus.

FINES

To ensure adherence to the above policies, a fee equivalent to 15% of your rental booking fee is required as a refundable deposit to secure the event. This fee is due 30 days prior to your event, along with your event balance.

Failure of your party to comply with any of the outlined requirements above during your event may result in a fine and the deposit becoming non-refundable. This determination is made in the sole discretion of Philbrook.

You will be notified within 48 hours of the conclusion of your event of any compliance issues. Questions or concerns regarding this determination may be directed to events@philbrook.org.

Refunds will be issued within 5-7 business days. Refunds are issued using the same payment method they were originally made.

INDEMNIFICATION

The Event Host, jointly and severally, for himself, herself or itself, and his, her or its respective heirs, personal representatives, assigns, directors, officers, employees, agents and affiliates, and each of them, does hereby indemnify and hold harmless Philbrook, its assigns, directors, officers, employees, agents, attorneys and affiliates, from any and all claims, actions and causes of action which arise from or relate to the Event and the rental of the Museum for the Event, including, but not limited, to physical injury, illness, or death.

Host Name (Print)

Host Signature & Date

Event Planner Name (Print)

Event Planner Signature & Date