



Gale Woods Farm Pavilion Facility Reservation Plan

Updated 6.23.20

Guidelines for Guests

- Guest should refrain from coming the event if they are exhibiting symptoms consistent with COVID-19
- Guest should keep 6 feet between yourself and others

Rental Hours: 10a.m. to 10 p.m.

Capacity numbers: 4 people per table (6 if they are from the same household)

Maintain 6' distancing between tables

**Guest must have a seat arrangement complete and sent over to the facility supervisor/specialist prior to the event date*

- Gale Woods Farm Pavilion – 23 tables = max of 138
- Gale Woods Overlook Area (ceremony site) - max of 138

Food/Beverage:

- Food must be prepared and served by a Three Rivers Park District Approved Caterer in accordance with applicable rules and regulations guiding the specific event.
- Desserts and snack must be served by the caterer or served by a designated person(s) as no self-serving or dessert/snack buffets are allowed.
- Compostable products are preferred by caterers
- Caterers should use wrapped silverware and not preset tables
- Bar service must be contactless payment or hosted bar service
- Compostable glassware will be used on the bar
- A fresh glass or cup for every refill and remove used glasses from the table frequently

Others:

- Bands and Dj's are allowed but must maintain social distancing
- We encourage using DJ's equipment for any speeches or ceremonies
- Activities that generally involve close contact between persons, such as dancing, should be modified to safely increase physical distance between persons from different households
- Lawn games, toys or shared activities are not permitted
- Outdoor picnic tables will be available with 4 seats per table (6 people if within the same household), spaced 6ft apart

Ceremonies:

- The Overlook – max of 138 guests
- Indoors – max of 138 with guests seated at the reception tables
- Room flips are not permitted
- Outdoor chairs can be rented from Gale Woods and spaced appropriately
- Processionals and recessionals should only be done in a manner that maintains at least 6 feet of distance between people from different households.

- Adapt your practices during planned services, weddings and funerals to avoid physical contact or passing objects between individuals (e.g. greetings, collection baskets, sharing of ceremonial objects).
- Space, configuration and flow of the space should be evaluated to allow for physical distancing of six feet by every household at all times.
 - Only members of the same household can sit together and should maintain a distance of at least six feet from other households or individuals.
 - Participants from separate households should not interact from closer than six feet before, after, or during planned services, weddings or funerals.