



## Covid-19 Hall Rental Checklist and Addendum

***Please initial beside each statement, which indicates that you agree and will adhere to each statement regarding the rental of the Strasbourg Memorial Hall during Covid-19.***

***Please carefully read the entirety of this document, as it contains important provisions limiting the liability of the Town.***

### **1. General Requirements**

\_\_\_\_\_ I am responsible for the function I am running. I will familiarize myself with the most up to date public health guidelines and I will ensure that all public health guidelines are followed.

\_\_\_\_\_ If requested by the Town, I will prepare and provide to the Town a safety plan for my event at least 48 hours in advance, which will outline how I intend to address any applicable public health guidelines for my event.

\_\_\_\_\_ I will ensure physical distancing requirements are met at all times (minimum of two metres from all individuals except those in the same household and/or extended household groups) by providing ongoing supervision throughout the entirety of the function.

\_\_\_\_\_ I will ensure that the number of attendees or participants at our function does not go over the public gathering restrictions as per the current public health order.

\_\_\_\_\_ I will compile and retain a list of all attendees together with their contact information who attend the function in case Public Health requires it, and I will provide a copy of the list of attendees to the Administration Office once the function is over.

\_\_\_\_\_ I will ensure that if microphones are used, it will not be shared by multiple people and I will ensure that cleaning and disinfection takes place between each use.

\_\_\_\_\_ I will not use the coat room to hang up coats, jackets, and hats. All personal accessories must remain with the individuals.

\_\_\_\_\_ I will clean and disinfect all the commonly touched surfaces, including washrooms, door handles, chairs, and counters on a frequent basis throughout the duration of the function in the manner directed by the Town.

\_\_\_\_\_ I will ensure garbage bins are emptied frequently throughout the duration of the function.

\_\_\_\_\_ I will promote proper hand hygiene throughout the event, including overseeing other event organizers and/or volunteers wash their hands frequently with soap and water, as well as use hand sanitizer.

\_\_\_\_\_ If physical distancing cannot be maintained, I will encourage participants or attendees to wear non-surgical facemasks.

### **2. If food is being served:**

\_\_\_\_\_ I will not serve buffet-style food – it will be plated only. Pre-packaged food is acceptable.

\_\_\_\_\_ I will not allow to be used commonly touched items from the kitchen. Plates, cups, silverware and napkins should be disposable.

### 3. If Upper Hall is rented:

\_\_\_\_\_ I will ensure that people are seated two metres apart, unless in the same household, and that seats are left empty between non-family members.

\_\_\_\_\_ I will manage, or assign someone to manage, the crowd, and direct traffic for entering the Hall, seating in the Hall, and exiting the Hall.

### LIMITATION OF LIABILITY AND INDEMNIFICATION

- a) **I acknowledge and agree that the Town cannot guarantee that a person will not be exposed to or contract COVID-19 at the Town's facility.** The risk remains that a COVID-19 outbreak could occur despite the Town's best efforts. All renters, as well as any person attending the facility as a participant, attendee, observer, or user of a renter (hereinafter a "Participant") are required to cooperate with the Town to ensure that the risk from COVID-19 remains as low as possible.
- b) By entering into a facility rental agreement, I am freely and voluntarily assuming all risk with respect to COVID-19, including the risk of death or illness, that the renter or any Participant may sustain as a result of attendance at or use of a Town facility, however arising, including but not limited to the active or passive negligence of the Town or its employees. Without in any way limiting the foregoing, I do hereby release and agree to hold the Town harmless from and against any and all causes of action, claims, demands, damages, costs, expenses and compensation (hereinafter, collectively, "Claims") that may be caused by or related to any act or failure to act of the Town or that may otherwise arise in connection with exposure to and/or infection with COVID-19. **I agree not to make any Claims whatsoever against the Town with respect to any matters addressed in this Checklist and Addendum.**
- c) I do hereby agree to indemnify and hold harmless the Town from and against any Claims which may be made by any third party (including any Participant) against the Town (including its employees, agents, officers and any others for whom the Town is responsible at law) caused by or in any way related to COVID-19, which indemnity shall extend to and include the Town's legal costs on a solicitor-client basis.
- d) Any failure to adhere to the provisions of this Addendum, including any failure to adhere to a safety plan or the general rules described herein shall give rise to an option, exercisable in the Town's sole discretion, to cancel my rental without prior notice and without refund of fees. In addition, the Town may, at its sole option, ban me or any Participant from future access to Town facilities.

### Important Notes & Suggestions:

- The facility will be cleaned and sanitized before and after your event. Hand sanitizer is mounted throughout the facility. You will be responsible to provide any additional hand sanitizer and disinfectant during the event.
- Disinfectants must be approved by Health Canada (DIN) and be used according to label instructions, including contact time.
- Limit the duration of the event, including arriving close to the scheduled event time and leaving immediately following the event.
- Limit greetings with close physical contact.
- Have assigned seating if possible. Limit six individuals per table, with two metres between tables.

Name of Person Responsible for Cleaning/Sanitizing During Event: \_\_\_\_\_

Name of Person Responsible for Gathering List of Attendees: \_\_\_\_\_

Name of Person Responsible for Physical Distancing Requirements: \_\_\_\_\_

***Your signature below indicates that you have been made aware of the above rules and regulations, and that the Town of Strasbourg will not be held responsible for any liability that may befall the Town if a Covid-19 outbreak occurs due to rental of the facility.***

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF RENTER

\_\_\_\_\_  
SIGNATURE OF RENTER

\_\_\_\_\_  
DATE OF EVENT

\_\_\_\_\_  
NAME OF EVENT