

## CURRENT STATE GUIDELINES FOR WEDDINGS

- <https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Wedding-Venues.pdf>

## CLIENT RESPONSIBILITY

- Communicate current State wedding guidelines to event attendees before and during the event, including:
  - Maintain 6' distance between individuals outside your household when possible.
  - When it is not possible to maintain 6' distance between individuals outside your household, wear a face covering (over the nose and mouth).
    - Face coverings do not need to be worn when you are:
      - Seated at your table
      - Eating and drinking
      - Younger than 10 years of age (recommended for children 2 and older)
      - Experiencing a medical condition or disability that prevents wearing a face covering
    - Reference the current City of Austin mask order here: <https://www.austintexas.gov/department/covid-19-information/orders-rules>
  - Practice good personal hygiene including washing or disinfecting hands frequently, especially after interactions with others.
  - Follow self-screening recommendations prior to attending event, and do not attend if you do not feel well.
- Provide additional hand sanitizer as needed for the event (note the locations listed below where the Venue will provide sanitizing stations).
- Work with your vendors to create a layout plan that adheres to current State guidelines and submit to the UMLAUF Venue & Event Manager at least 14 days in advance of the event at [events@umlaufsculpture.org](mailto:events@umlaufsculpture.org).
- Work with your vendors to have plans in place that avoid gatherings or lines at food stations, buffets and bars, such as staggered food service, releasing tables one at a time, adding additional bars to cut down on lines, etc.

## VENDOR RESPONSIBILITY

- Communicate any new operating procedures to the UMLAUF Venue & Event Manager at least 7 days in advance of the event in writing at [events@umlaufsculpture.org](mailto:events@umlaufsculpture.org).
- Communicate current City and State requirements for weddings to all staff working at the event, including, but not limited to:
  - Screening for symptoms prior to arriving on site.
  - Not working an event if staff do not feel well.
  - Wearing a mask at all times while on site.
  - Practicing good personal hygiene (frequent handwashing and sanitizing, etc.).
  - Wearing gloves as appropriate if applicable to specific vendor service.
- Follow all City and State requirements and guidelines for weddings as they pertain to specific vendor service.
- Provide hand sanitizer, disinfectants and cleaning supplies as needed for vendor's staff, equipment, service items that are brought on site.

- Ensure that any equipment provided by the vendor for use at the event is sanitized before and during the event as needed.

## **VENUE RESPONSIBILITY**

- The UMLAUF will provide:
  - Venue Signage
    - Signage stating social distancing and mask policies at the entrance.
    - Signage stating social distancing and mask policies at the restroom.
  - Hand Sanitizing Stations
    - At the entrance
    - Outside main restroom and Crenshaw Room restroom
- Sanitizing the Venue
  - Surfaces and handles will be sanitized before and after the event in high-touch public spaces including:
    - Catering Kitchen
    - Restrooms
    - Crenshaw Room
    - Gallery Entrance
- Venue Staff are required to:
  - Notify the Venue Manager if they are not feeling well prior to arriving at the Venue.
  - Verify temperature prior to shift.
  - Wear a face mask at all times.
  - Social distance from attendees and vendors when possible.
  - Practice good personal hygiene (frequent handwashing and sanitizing, etc.).

By signing below, you authorize that you are the main contact and host for your event taking place at the UMLAUF Sculpture Garden & Museum, and you have read and agree to the above policies and procedures.

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CLIENT SIGNATURE

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DATE

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CLIENT NAME