



PHOTO CREDIT: BRADY MCCLOSKEY



COVID-19 RE-OPENING PLAN & GUIDELINES



PHOTO CREDIT: NICOLE ANNE PHOTOGRAPHY

The Murphy Hospitality Group Catering & Events division is pleased to welcome our guests into our event venues once again. We are dedicated to making sure our team and guests are as safe as possible. Here is how we are adapting our event experience.

- We will complete a detailed deep clean and sanitization of the entire facility prior to daily opening, focusing on high traffic areas that would be touched by both team members and guests
- We have updated our floor plans to ensure appropriate social distancing measures are in place and as best possible, limit party sizes. This will be taken at the direction of the local health authority

- We will focus on the 2m / 6ft social distancing measures by including flow of traffic arrows in common areas
- We have tightened our shipping and receiving practices to ensure social distancing measures are honored, as well as limiting non-essential people in the building
- Contact between guest and staff will be limited where possible
- We are equipped with four (4) hand sanitizer dispensers that are placed in high traffic areas for guests and team members
- Daily closing and opening lists have been reviewed and updated



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- MHG management will require contact information for all guests in attendance to the event This information will be submitted and signed upon arrival to the venue with MHG management
- If the client and/or any of the client's guests are coming from outside of the Atlantic province(s) for the scheduled event, the client and/or the client's guest agree that they have properly self isolated for 14 days prior to the scheduled event date, as per the guidelines from the Chief Public Health Officer of Prince Edward Island
- A dance with a band, DJ and/or the client's own personal playlist/music source is not permitted
- Venue closure will be no later than 11:00pm on the scheduled event day

- Live entertainment may be permitted for an acoustic set with 1-2 entertainers. In the event the client has arranged for live entertainment, the entertainers may be required to be on a stage
- Entertainers must practice social distancing on stage as well must be set up with a twelve-foot radius kept between performance area and all event guests
- Live entertainment must be approved by MHG Management a minimum 14 days prior to the scheduled event date
- An onsite wedding ceremony will not be accommodated at this time
- This information will be submitted and signed upon arrival to the venue with MHG management



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VENUE

- MHG staff will complete venue set up prior to client arrival to avoid any unnecessary group gatherings
- All MHG set-up staff must be clear from venue prior to client arrival for set up
- The client's set up time will be arranged with MHG management, a minimum 7 days prior to the scheduled event date
- There will be a maximum of six people at a time (including vendors) permitted inside the venue for set up on behalf of the client
- To avoid all guests entering the venue at the same time, all guests must be escorted into the venue by MHG staff and go directly to their designated table
- When waiting for venue entrance, all guests must practice physical distancing by waiting in line six feet apart
- There will be no more than six people permitted per designated waiting area
- Designated waiting areas will be clearly marked on the floor
- Once guests are seated at their tables, they must practice physical distancing by refraining from unnecessary guest interaction with other guests/guest tables

CAPACITY & ROOM SET UP



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- There is a maximum of fifty guests, (this includes wedding/event vendors) permitted at the venue for the duration of the scheduled event
- In the event the client has arranged for more than fifty guests to attend the scheduled event unbeknownst to MHG Management, MHG reserves the right to deny access to any/all additional guests who exceed the maximum capacity
- For events being hosted at the PEI Brewing Company there is a maximum of fourteen guest tables allocated for guest seating inside the venue, plus a head table
- For events being hosted at The Rivershed there will be a maximum of 7 guest tables allocated for guest seating inside the venue plus a head table
- A head table can have a maximum of 10 people
- Guest table set up is restricted to a set floor plan implemented by MHG management
- There will be a maximum of six guests permitted per table
- Guests tables will be spaced, six feet apart from the others



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DINNER SERVICE

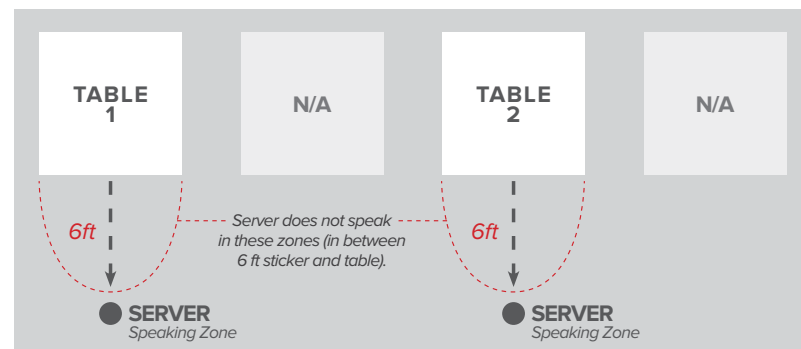
- For health and safety reasons all dinner service will be restricted to sit down, plated meals only
- There will be no stand-up receptions with passed hors d'oeuvres, buffets or food stations permitted at this time
- There will be a maximum of two servers designated per table
- Water jugs will be placed on the table prior to dinner service and guest entrance to the venue
- There will be no individual pouring into glasses at the tables by MHG staff for the duration of the event
- There will be limited table clearing throughout dinner
- There will be no table service for alcohol
- There will be no table service for coffee and tea: guests will order with a server prior to dessert service



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SERVERS

- Each table in use will have a marker, 6ft away from the table for the server to stand on while speaking/approaching the table and guests
- When a server has to get within 6ft of the table, whether that be for clearing tables or dropping off food, the server will be instructed to limit interactions with the table
- When dropping off food, the server will provide the food to the closest guest to them and ask that guest to pass menu items to the corresponding person
- When clearing tables, the server will ask the guests to compile the plates at the nearest section of the table



GUEST BOOK TABLE ETC.



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- Only one person is permitted to sign the guest book at a time
- Only one person is permitted at the gift and card table at a time
- To avoid unnecessary contact and cross contamination, candy bars are not permitted
- To avoid unnecessary contact, wedding games that encourage sharing of items are not permitted i.e. spinning a wheel, washer toss etc.
- To avoid unnecessary contact, wedding favors must be placed at each individual guest setting, not at a designated display table
- Cupcakes: the client will be responsible for the set-up and tear down of and items needed for display only
- MHG staff will set out the cupcakes prior to event start (gloves to be worn)
- MHG staff will distribute the cupcakes to guests (gloves to be worn) during a designated time frame during the reception
- The designated time must be confirmed with MHG management prior to the scheduled event
- If the client requires any additional tables outside of those listed above, they will need to be discussed and approved by MHG management prior to the scheduled event date

BAR SERVICE



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- For events being hosted at the PEI Brewing Company bar service will be restricted to the use of one bar only which is located inside the Culinary Event Space
- For events being hosted at the PEI Brewing Company bar service in the Taproom area is not permitted for the scheduled event
- For events being hosted at the PEI Brewing Company all events guests will be asked to use the bar in the event space only for the duration of the event
- Bar service will be restricted to debit and/or credit only; Cash payments will not be accepted
- Bar surfaces and debit/credit card terminal will be sanitized after each guest/transaction OR guests can run a tab for the duration of the event, with one single transaction per person at the end of the evening
- Plastic glassware will be used for all bar service
Guests are encouraged to dispose of their own glasses to avoid unnecessary contact with serving staff
- Only one guest is permitted at the bar at a time
- There will be a maximum of three guests at a time permitted to wait in line at the bar
- Guests waiting for bar service will be required to physical distance, standing six feet apart. These areas will be clearly marked by signage on the floor
- Guests must place their order with the bartender, staying six feet away from the bar, keeping the no speaking zone clear. The bartender will make the drink and place on the bar with the debit/credit machine (when applicable) then step back for guest to pay and pick up once transaction is complete



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OTHER

- The microphone/podium will be sanitized between all speeches/transition of microphone from one speaker to the next
- Sanitizing will be completed by MHG staff only
- This excludes microphone use during an onsite wedding ceremony
- Please allocate enough time in between speaking to accommodate proper sanitizing (including MC and speeches)
- No more than two people are permitted at the microphone/podium at a time



MONITORING TEAM MEMBER HEALTH & PERSONAL HYGIENE:

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- Team members who are sick will remain home. When clocking in, team members will be asked a series of questions confirming they are in good health
- If an employee becomes ill or presents symptoms, the team member will be sent home and asked to follow the steps outlined in employee illness and exclusion policy
- Thank you for your continued business and trust in Murphy Hospitality Group

Stay safe,
Kevin.

A handwritten signature in red ink, appearing to read 'Kevin', written in a cursive style.

MURPHY HOSPITALITY GROUP