



TOWN OF WINDERMERE TOWN HALL RENTAL – COVID-19 PLAN

In order to ensure the health and wellbeing of our staff, residents, and community, the Town of Windermere is requiring all potential Town Hall renters to complete and submit a “Covid-19 Plan” along with their rental agreement.

RENTER NAME _____ **RENTAL DATE** _____

Please provide details on the following:

How do you plan to social-distance guests at your event?

What PPEs (masks, hand sanitizer, etc.) do you plan to provide to your guests?

How do you plan to screen guests prior to your event?

PLEASE INITIAL THAT YOU UNDERSTAND AND AGREE TO THE FOLLOWING:

_____ Masks are to be worn at all times in Town Hall, unless actively eating or drinking



_____ Guests should be socially distanced from each other, and observe all CDC-recommended guidelines

_____ Town Hall capacity is 50 people, including catering staff, etc.

_____ The Town of Windermere reserves the right to check that an event is following all Covid-19 related guidelines, and if found in violation, will shut down the event without issuing a refund of balance or deposit

_____ In the event of a Pandemic-related cancellation, the renter is entitled to a full refund of their deposit and any paid balance. Notice of cancellation must be sent to Diane Edwards (dedwards@town.windermere.fl.us)

BY SIGNING BELOW, I ACKNOWLEDGE THAT I UNDERSTAND AND AGREE TO THE ABOVE POLICIES.

Renter signature

Date

Renter name, printed