Old Town Hall Renter Guidelines for Approval by Wilton Health Department based on Covid-19 Requirements

This document is to be completed by the Renter of Old Town Hall and approved by the Wilton Health Department prior to the event. A signed copy of this document must be provided by the Renter to the Wilton Garden Club at least 10 days prior to the event.

Name: _____

Organization (if applicable):_____

Address:_____

Town, State, Zip:_____

Phone:_____ Cellphone:_____

Email Address:_____

Date of Event:_____

Time of Event:_____

Event Description:_____

People to Attend*: _____

Food will be supplied by (mark an X):

( ) Each person brings their own ( ) Host Prepared ( ) No Food

( ) Caterer/Restaurant:_____

I acknowledge that:

- Masks or cloth face coverings that cover a person's nose and mouth are required to be worn when in public and a 6ft distance is not achievable - except when attendees are eating and drinking. (This does not apply to anyone from whom doing so would be contrary to their health because of a medical condition, as stated in CT Covid-19 Response website.)
- Building will be cleaned by a professional cleaner contracted by the Wilton Garden Club.
- List of people in attendance will be recorded (with Name, Phone, Address & Email). In the event that this is needed for contract tracing I will supply the list to the Wilton Health Department.
- I will provide sanitizer wipes in the bathrooms with reminders for the guest to wipe down high touched surfaces before and after use.

*Note: Building accommodates 53 people seated banquet style, 72 seated lecture style, 114 people standing. Phase 3 guidelines by CT Government for Oct 8th, 2020 states: Indoor private gatherings at commercial establishment/place of business - 50% capacity, capped at 100 people. **Therefore allowable attendance at Old Town Hall is 26 people seated banquet style, 36 people seated lecture style, 57 people standing.**

_____.	_____.	_____
Name of Renter (print)	Signature of Renter	Date
_____.	_____.	_____
Wilton Health Department (print)	Signature of Wilton Health Department	Date

Updated 10/30/20