



**Protocols for Events at the Lancaster Marriott at Penn Square as of November 23, 2020**

The Lancaster Marriott at Penn Square sharply follows all current event guidelines set forth by the Center for Disease Control. In addition, we operate in full compliance with local, county and Commonwealth of Pennsylvania mandates from the Department of Health and the Governor’s administration. As conditions evolve, so does the direction and changes can be frequent. The below outline depicts the present application as we know it.

- Events of up to 5-10% of maximum capacity apply to each room with social distancing. Ask your sales manager for specific room capacities.\*
- Guests are required to wear a face mask at all times.
- Seating will be spaced 6’ apart for all setups.
- If attendees are from the same household, they may sit together. In addition, for private events, if you assign tables, you may have up to 10 people at a 6’ round table.
- We reserve the right to place signage out for social distancing such as floor decals every 6’.
- Dance floors are not encouraged but are permitted. No food or drink are allowed on the dance floor. Face masks must still be worn.
- Food service will be modified and menus will be limited to more sanitary options. No unwrapped food can be exposed to attendees to help themselves. Some things may require an extra attendant and an additional fee may apply. Other restrictions may apply.
- No water stations will be provided.
- There may be plastic or glass barriers placed at bars and food stations to reduce exposure between staff and attendees.
- Outside vendors who will be on property for longer than 10 minutes are expected to self-certify they are symptom free prior to stepping on the premises. All Contractors and deliveries should enter through the Employee Entrance and sign in with Security/ Engineering; they then will be asked to complete the Vendor Health & Screening form.
- Bar service is allowed but guest must return to their seat to consume it.
- All food and beverage must be consumed at a seat. This is the only time masks are not required.
- Hand sanitizer stations will be provided in certain public areas upon availability.
- Bars must close by 11pm.

\*These numbers include hotel staff that are needed to service the event.

Maximum Occupancy Calculator for indoor events:

Maximum Occupancy	Allowable Indoor Rate
0 – 2,000 people	10% of Maximum Occupancy
2,001 – 10,000 people	5% of Maximum Occupancy
Over 10,000 people	No events over 500 people