



Town of Oakland
Facility Rental - COVID-19 Protocol Plan

In order to ensure the safety and wellbeing of our staff, lessees, and guests, the Town of Oakland is requiring all lessees to complete and submit a "COVID-19 Protocol Plan" along with the Facility Rental Contract. Lessees must abide by all local and federal regulations.

LESSEE NAME _____ RENTAL DATE _____

PLEASE INITIAL THAT YOU UNDERSTAND AND AGREE TO THE FOLLOWING:

_____ Maximum capacity for the Oakland Meeting Hall at this time is 75 people, including catering staff, DJ, and any other vendors acquired. Lessee acknowledges that this number is subject to change, depending on recommended guidelines.

_____ At this time masks are optional.

_____ The Town of Oakland reserves the right to check that an event is following all COVID-19 guidelines, and if found in violation, may shut down the event and lessee's Security Deposit may be forfeited.

_____ Lessee acknowledges any protocol or restriction is subject to change.

_____ In the event of a pandemic-related cancellation, lessee may reschedule or receive a full refund of all monies paid. Lessee must sign and submit an amendment to the original contract.

PLEASE PROVIDE DETAILS OF WHAT COVID SAFETY PROTOCOL YOU PLAN TO PUT IN PLACE:

Four horizontal lines for providing details of the COVID safety protocol.

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

Lessee Signature

Date

Printed Name