DEERFIELD EVENT GUIDELINES

FOLLOWING ARE THE GUIDELINES EVENT HOSTS AND GUESTS ARE REQUIRED TO ABIDE BY BASED ON THE CURRENT DELAWARE STATE OF EMERGENCY.

*Guidelines are based on indoor events up to 50% of capacity, or 150 guests (whichever is smaller).

- Guests must wear masks when entering Deerfield and can remove masks only when they are eating or drinking, even when sitting at their assigned table. Masks are not required if outside and social distancing can be maintained when with others not from the same household.
- Tables will be arranged so that they are set a minimum of 8’ apart.
- Please see your Sales Manager to discuss a personalized diagram and seating arrangement created to allow guests to be seated in a socially distanced manner.
- Guests will be provided rolled silverware and water once they are seated. All condiments will be served in single-use disposable containers.
- Guests from different households may sit at a table together as long as they are socially distanced.
- Station and buffet options are available and Deerfield will provide a dedicated attendant to distribute food. Guests at the station / buffet must maintain social distancing from others who are not of the same household. No guest at any time should touch serving utensils, and the attendants will be dedicated to a particular serving utensil or utensils so that multiple attendants are not touching the same utensils. The charge is $100 per attendant, and the number of attendants is determined by the final menu (this charge is not applicable to Weddings who have this included in their package).
- Seated events should be preferred whenever possible.
- Beverage stations will be manned by Deerfield staff (1 station and 1 attendant for every 50 guests).
- Bar service is permitted as long as proper social distancing is observed between those not of the same household. The floor will be marked to ensure social distancing is clearly designated.
- Safe social distancing measures must be maintained by guests at all times.
- Please see dance floor event guidelines page for restrictions around dance floors.
- A "Safety Captain" will be provided for all social events, based on 1 "Safety Captain" for each 50 guests.
- In order to facilitate accurate contact tracing, submission of guest contact information to include full name and phone number or email address for all guests is required.

Please contact your Sales Manager at 302.368.6640 ext. 4 with additional questions.
DEERFIELD DANCE FLOOR EVENT GUIDELINES

Per Deerfield’s approved plan by the Division of Public Health (DPH) dancing and dance floors can be permitted per the latest guidelines with the following restrictions:

- Face coverings must be worn at all times, even when dancing – except if the wearer has a medical condition (like they are on oxygen or COPD) which makes wearing a face covering dangerous.
- Individuals who are not of the same household must remain 6 feet apart from one another while dancing.

In order for Deerfield to adhere to the guidelines noted above and to keep guests as safe as possible, we have implemented the following:

- Deerfield will provide a 30' x 30' dance floor in the Ballroom in order to help ensure appropriate social distancing, which will be enforced by the Safety Captain. The dance floor will be marked in the following manner:

  ![Dance Floor Diagram](image)

- The dance floor will be available to guests in a limited capacity on a first come, first served basis, or as guided by the DJ or Band Leader.
- Dancing is permitted only in the squares outlined on the dance floor. In each square a maximum of 4 adults (or 6 ppl including children) are permitted and must reside in the same household.
- Deerfield can provide high cocktail tables on the perimeter of the room and allow small groups from the same household to also gather near these cocktail tables to dance, should they not feel comfortable on the actual dance floor.
- Verbal reminders will be delivered by the DJ every thirty minutes (or more) restating the key dance floor policies and safety measures beginning at the commencement of dancing and concluding with the end of the event.
- Deerfield will provide a Safety Captain (1 per 50 guests) to be present to monitor social distancing and mask wearing. A charge of $100.00 is applicable when there will be dancing at an event.
- Non-compliance of dance floor or general safety protocols will result in a notification to the client and a verbal warning to the guest in question. A recurrence of non-compliance will result in the removal of that guest from the event and can risk an event termination.

Please contact your Sales Manager at 302.368.6640 ext. 4 with additional questions.