

Oakland Farm & Lodge

Lodge Rental Agreement

Revised November 10, 2020

Date and time of lodge booking: _____

(Covers Covid-19 and Insurance requirements)

This agreement is intended to ensure that each group that rents the facilities at Oakland Farm & Lodge understands and agrees to comply with the most recent provincial Mandatory Order

It is also intended to ensure that each group that rents the lodge complies with recent insurance requirements imposed by our insurance provider.

Covid-19 Requirements

- 1. Physical Distancing:** As the owners, we are required by law to take all reasonable steps to ensure people not inside a bubble **keep 2 meters (six feet) apart from each other** and to prevent gatherings exceeding the prescribed limits.
(We are currently suggesting a maximum of *approximately* 30 people depending on how many bubbles are within the group.)

Please explain how **you** will ensure that **your group will maintain at least 2 meters (6 feet) between people who are not in a bubble.**

2. Masks: As per the NB Mandatory Order, **non-medical masks that cover the mouth and nose are now mandatory in all indoor public spaces where patrons interact with staff.** Inside the lodge, that means when meeting with the owner but not during the event itself when only patrons are present.

Please explain how **you** will ensure that **your group will manage mask requirements keeping in mind bubbles and distancing requirements.**

3. Screening: As the owners, we are required by law to take all reasonable steps to **prevent persons who are exhibiting symptoms of Covid-19 from entering the premises.** As the owners, we are also required by law to take all reasonable steps to **prevent persons who have travelled outside of the Atlantic bubble in the 14 days prior to the event from entering the premises.**

Please explain how **you** will ensure that **no one in your group exhibits symptoms of Covid-19 or has travelled outside of the Atlantic bubble in the prior 14 days.**

4. Contact Information: The Mandatory Order requires that any venue that offers seating “for the purposes of eating, drinking, socialization, celebration, ceremony or entertainment” **is required to maintain a record of the names and contact information of all persons who attend.**

We will provide a Guest Record template to record **all attendee’s** names and telephone numbers and/or email addresses. **A copy must be provided to the lodge owner after being completed at the event to ensure accuracy.**

5. Hand washing and Sanitizing: Frequent thorough hand washing and hand sanitizing are effective ways to prevent the spread of the Covid-19 virus. **Please ensure that you have stressed the importance of this to your guests.** There are sinks in both washrooms and the kitchen as well as two hand sanitizer stations inside the lodge.

Insurance Requirements

Our liability insurance has recently imposed two requirements on the operation of the lodge.

1. Anyone hiring a caterer is required to obtain a **Certificate of Insurance naming Oakland Farm & Lodge as an additional insured.**

NOTE: A copy of the certificate must be provided to the lodge owner at least 7 days prior to the event.

2. If alcohol will be consumed during an event the client is required to obtain a **liquor liability policy** for the event.

The policy must **name Oakland Farm & Lodge as an additional insured.**

NOTE: A copy of the policy must be provided to the lodge owner at least 7 days prior to the event.

Please provide the following important information.

Food

Are you hiring a caterer? Select or highlight one **YES** **NO**
If you are not hiring a caterer, no action is required.

If YES:

Our insurance requires that we obtain a Certificate of Insurance from the caterer ***namimg Oakland Farm & Lodge as an additional insured.***
Our understanding is that this certificate is provided at no cost from the caterer's insurance company.
The certificate must be provided to the lodge owner at least 7 days prior to the event.

Liquor

Will alcohol be consumed at the event? Select or highlight one **YES** **NO**
If there will be no alcohol at the event, no action is required.

If YES:

Our insurance requires a liquor liability policy is obtained for each event.
The policy must *name Oakland Farm & Lodge as an additional insured.*
Please contact your insurance broker
or ask us where you can obtain such a policy.
(Policies are approximately \$100-150)
A copy of the policy must be provided to the lodge owner at least 7 days prior to the event.

Declaration

**I have read and understood the information in this document.
The information I have provided is accurate
and I have not withheld any relevant information.**

Please print name clearly and then sign below

Name: _____
(Name of Primary Contact)

Signature: _____

Date : _____

**We wish to sincerely thank you for your patience
and understanding during this challenging time.**

Thank you for supporting small local business! 😊