



1919 Piedmont Rd.  
Atlanta, Ga 30324

## The Carlyle Event Safety Protocol

The Carlyle continues to monitor all applicable City of Atlanta, State Government and Centers for Disease Control (CDC) Safety Guidelines for Events and Social Distancing, to ensure excellent care and safety for our guest and staff.

### Policies and Procedures:

- Guest count should not exceed 250 to ensure 30 sq. ft. per guest
- The Carlyle Team is trained in personal cleanliness and hand washing.
- The Carlyle will check all Staff temperatures and ensure that no staff exhibit a fever, cough, or shortness of breath.
- The Carlyle Staff and Event Team, will wear masks throughout the Event.
- Prior to each Event, all areas of our Event space will be thoroughly cleaned and sanitized.
- Hand Sanitizer Stations and Pumps will be provided by The Carlyle and strategically placed at the entrances and throughout the venue.
- Optional Mask will be available to Guest upon entry to Venue
- Guest should not enter The Carlyle if they exhibit a fever, chills, cough or shortness of breath or have been in contact within 14 days of anyone diagnosed to COVID-19.
- Guest headcount should not exceed the agreed upon final headcount.
- Guest are advised to wear a facemask when not eating or drinking.
- No guest or family members are allowed in the Back of the House during the Event.

It is the responsibility of the Client and highly recommended by The Carlyle, to follow these protocols to ensure you and your guests' safety during the Event. It is up to the Client to communicate to their Guest prior to the Event and enforce these safety procedures during the Event. The Client also acknowledges the potential risk of COVID-19 at the Event, and voluntarily assumes all of the risks relating to transmission of COVID-19 and accepts sole responsibility for any illness to Guest or the Client.

We thank you for your understanding during these trying times and look forward to working together to safely host your Event at The Carlyle.