

Dear Leonard's Guest,

As a valued Leonard's Palazzo client, we appreciate the trust you place in us in hosting your event. In the current environment, it's important for all of us to act cautiously. We want to personally update you on COVID-19 regulations and the steps we all must take to ensure everyone's health and safety in our facility. Here are some important things to note:

As of March 15th, events can have either up to 150 guests or 50% of a room's maximum occupancy, whichever is less. All events must end no later than midnight. As per the interim guidelines for food service, the New York State Department of Health is requiring the following in order to be in compliance with your upcoming reception. ***Please note that as a host, it is your responsibility to inform your guests/invitees of the following criteria (please note that additional information can be found:***

- No later than one week prior to your event date, we must be provided with a list of attendees (first and last names, addresses and phone numbers). This information will be kept for 28 days after the event for contract tracing purposes, as ordered by the New York State Health Department.
- Upon arrival, all attendees must present proof of receiving a negative diagnostic test result for COVID-19 using either an FDA approved PCR test that was administered within 72 hours prior to the event start time, or an FDA approved antigen test that was administered within 6 hours of the event start time.
- If a guest has received the COVID-19 vaccine series, he/she can present proof of completion upon arrival as long as the series was completed at least two weeks prior. Please note, a negative COVID-19 test result is still recommended.
- Any guest who does not provide an above-mentioned result is not permitted to attend.
- All attendees must complete a health screening (see attached) prior to the event.
- All attendees (over age two and who are able to medically tolerate) must wear acceptable face coverings at all times except for when seated at their assigned table to eat or drink. An attendee who is making a speech may remove their face covering during that time as long as maintaining 12 feet of distance from any other guest.
- Attendees are permitted to dance, within an identified area, but only with members of their same household and must wear appropriate face coverings at all time.

Along with the health screening, both you and all of your attendees are required to sign a waiver (see attached).

We are committed to keeping you fully informed as mandates change. Thank you for your trust in Leonard's Palazzo. Please sign below to confirm receipt and understanding of this.

Print Name: _____

Signature: _____

Date: _____