

The  
*Greenbrier*<sup>®</sup>  
AMERICA'S RESORT

**COVID-19 EVENTS GUIDE**





## BANQUET EVENTS AND MEETINGS

Since its inception, The Greenbrier has earned a reputation built on excellence. Our historic legacy is alive and well today as we strive to continually set the benchmark. The Ladies and Gentlemen of The Greenbrier are committed to providing guests with an exceptional dining experience while adhering to social distancing practices.

Under the guidance of state leadership, The Greenbrier will be making the following adjustments to the service of events while social distancing orders are in place. Please also refer to The Greenbrier's COVID-19 Response Plan for additional guidelines. These guidelines are subject to change based on revised guidance.

### **Staff Appearance and Training**

- All Banquet and Culinary Team Members have received training in proper food handling practices.
- Banquet and Setup Team Members will wear face masks and gloves during the service of the event.

### **General Guidelines** *per Executive Order of the Governor*

- All individuals must wear face coverings while indoors unless the individual is actively eating, drinking or in a room alone.
- Indoor and outdoor live music performances are permitted so long as there is a physical distance and plexi-glass partition between the performer and guests. Performers must also be wearing a mask or face shield.
- Dance floor and dancing are permitted as long as social distancing guidelines are adhered. Dance floors will be marked with areas so that social distancing can be kept while dancing.

### **Setup of Event**

- Meeting and event spaces will be setup based on social distancing standards. Guests will be seated with a minimum of six-feet apart. For banquet events there will be a maximum of four guests per round table.
- For meeting sets where tables are provided. One pre-chilled individual bottle of water will be placed at each place setting. The bottles will be replaced every four hours the meeting is in session. Additional bottles of water can be purchased through coffee services.
- Pads and pencils will be provided for meeting room setups where tables are provided. These items will be sanitized each day at the conclusion of the event.
- Hand sanitizing stations will be setup throughout the public areas of the resort's event space. Hand sanitizers will be available at all food and beverage events.



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## **Service of Event**

### **Coffee Service**

- Coffee services will be setup as self-service stations. Greenbrier Team Members will regularly sanitize common touch items on the stations.
- To-go style rolled silverware will be available to guests.

### **Banquet Events (breakfast, lunch, receptions and dinners)**

- Tables will be set with rolled silverware.
- Guests will receive covered iced water glasses. Hot beverages and iced tea will be available upon request.
- Most styles of meal service are now available to include plated, boxed, buffet, passed canapes and action stations. Family style meals are prohibited.
- The above styles of meal service can be delivered to guest suites and cottages. However, the waitstaff is not permitted to stay and serve the meal.

The Ladies and Gentlemen of The Greenbrier look forward to serving you.