



2021
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The Broadmoor
Group
Events

Event Safety Guidelines

The following guidelines have been provided by the State of Colorado, El Paso County Public Health and The Broadmoor.

We have reimagined event experiences that are safe, inviting and socially responsible. By providing creative food and beverage solutions and redesigned spaces with comfortable distancing, our goal is to produce a safe and elevated environment for planners and attendees.

General Guidelines

- Masks must be worn indoors by all guests and staff in public areas, event space and meeting space. Guests may remove their masks when seated and actively eating or drinking at a table.
- The Resort will provide a hand sanitation station at each event.
- The Resort will provide appropriate signage reminding guest of protocols.
- Staff will monitor protocols throughout the event and will remind guests to adhere to the prevailing guidelines. We ask that group event staff assist us with this task.
- If guidelines are repeatedly not respected, The Broadmoor reserves the right to discontinue service.

Meeting / Event Set-up

The following is effective 12:01am, Friday April 16, 2021:

- Indoor Groups of 100pp or less have no Social Distancing restrictions, other than the state mask order requirement.
- Indoor Events between 101 to 500 people must maintain six-foot distancing between people and comply with the state mask order.
- Buffets may operate as self-service

Groups of 100 guests or less may certainly choose to maintain social distancing, as many have communicated safety protocols to their attendees. We will work with each group's needs individually to create a comfortable meeting environment.

The Broadmoor will continue to perform routine sanitation and cleaning of high-touch surfaces. EPA Registration numbers on file.

- Meeting set-ups will have 6 feet of space between each person when more than 100 individuals are gathered.
- Banquet Meal set-ups will have 6 feet between tables when more than 100 individuals are gathered.
- Beverage Stations may have an attendant to pour coffee and/or serve non-packaged items, at the request of the group.
- Food Stations may have an attendant serving food to guests, at the request of the group.
- Flatware will be rolled, salt/pepper and condiments may be individually wrapped or pre-packaged, at the request of the group.
- Grab-N-Go stations will be available with individually wrapped items, at the request of the group.
- Passed items will be in individual vessels and/or covered, at the request of the group.
- Beverage/Bar Service
 - Room layout to allow for spacious movement around the bar.
 - Bar lines to maintain 6 feet between each person for gatherings above 100 guests.
 - Masks must be worn by each guest when approaching the bar.
 - To facilitate event flow, wine may be pre-poured and safely covered with paper caps.