



2021
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The Broadmoor
Group
Events

Event Safety Guidelines

The following guidelines have been provided by the State of Colorado and The Broadmoor.

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

General Guidelines

- Masks should be worn by all guests and staff in public areas and at events, including meeting spaces, unless actively eating or drinking while sitting down at an assigned table (no exceptions).
- 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 Broadmoor will perform routine sanitation and cleaning of high-touch surfaces. EPA Registration numbers on file.

- All meeting set-ups will have a 6 feet space between each person.
- Banquet Meal set-ups will have 6 feet between tables.
- Beverage Stations will have an attendant to pour coffee and/or serve non-packaged items.
- Groups may enjoy Food Stations, if an attendant serves food to guests. Use of shared food service (buffet style) and self-serve utensils, plates, or napkins are not allowed at this time.
- Unless specified, flatware will be rolled, salt/pepper and condiments will be individually wrapped or pre-packaged.
- Grab-N-Go stations will be available with individually wrapped items for guests to be given as they move through the food station.
- Passed items will be individually packaged for guests.
- Beverage/Bar service will be handled at the bar.
 - Bars are not for congregating.
 - Bar lines must maintain 6 feet between each person and masks must be worn by each guest.
 - To facilitate event flow, we can pre-pour beverages safely covered with paper caps.