

NOVARE EVENTS

As Atlanta's largest Special Event Venue Management Company, Novare Events' unique approach to the industry affords our clients the freedom to choose from an extensive list of approved vendors that they may tailor their event to their unique tastes and needs. In these extraordinary times, we reiterate our commitment to the highest possible level of service and the utmost regard to the safety of our guests and of our employees. We have compiled a list of guidelines and policies sourced from information provided by the City of Atlanta, the office of Governor Kemp, the GA Restaurant Association, the National Restaurant Association, the CDC, and other National industry sources.

Pre-Event

- All areas of our event spaces will be thoroughly cleaned and detailed before client/vendor load-in, including tables, chairs, satellite bars, and any other venue-provided equipment (with periodic maintenance of high-contact areas and surfaces at intervals throughout the event).
- Placement of Novare Events' in-house equipment will be coordinated with client/planner to conform to established "best practices" for the ensured safety of guests and staff.
- We will work with all outside vendors to ensure compliance with any and all established health guidelines (temperature checks of staff, required wearing of masks and gloves, etc) before admittance to our facilities for event setup.
- "Social distancing" measures to be maintained between staff (regardless of individual employer/vendor status) during the hours leading up to guest arrival.
- Relevant signage posted throughout the venues, and visual markers on all pertinent areas of the floors to assist in maintenance of proper "social distancing".
- Hand sanitizing stations available at all of the venues, masks for guests will be available upon request.

Guest Entry

- If valet services are contracted by our clients, we will work with the approved vendor so that all proper sanitation measures are maintained throughout the event.
- Relevant signage posted at entrance and throughout event space.
- Weather-permitting, entrance doors to be propped open for entry to minimize contact with handles. Door handles to be sanitized per usage, or periodically, to be dictated by “day-of” environmental situation.
- All staff will be required to wear masks and gloves for guest entry and throughout the event.

Cocktail Hour & Bar Service

- To minimize contact between guests and staff, Novare Events will utilize plastic, single use “glassware”, with plenty of receptacles placed strategically throughout the venue for disposal. In the event that a staff member utilizes a cocktail tray during routine event space maintenance, there will be no “sharing” of trays between staff, and said trays will be sanitized and maintained before, during, and after each event.
- Novare Events will provide plexiglass partitions between bartenders and guests at all bars, both stationary and portable.
- Out of an abundance of caution, Novare Events will not provide straws/stir sticks/cocktail picks for drinks, and we will be utilizing fresh lemon & lime juice, grenadine &/or olive juice according to guest preference rather than cut fruit/olives/cherries as garnish. Cocktail napkins will be provided upon request, and not situated “in the open” to maintain best sanitary practices.
- Each bartender will be provided with a sealed, pre-sanitized “bar kit” of service tools upon their arrival (pour spouts/wine opener/ice scoop...etc) that will be collected and properly sanitized & re-sealed after every event.
- Ice for bar service will be presented to each bartender at the beginning of each event in pre-sanitized containers covered, and replaced as needed with a fresh, covered batch (instead of refilled).
- All Novare Events staff will be required to wear masks and gloves (changed often and regularly), in addition to stringent hand-washing protocols.

During Event

- There is no longer a limitation on the number of people that can be seated at one table.
- Although, there are no longer government limitations on the size of private events, we will still be following the 1 guest for every 30 square feet where applicable and practical.
- Continual attention to sanitary practices to be employed for all high-contact surfaces will be maintained throughout the event – i.e. restrooms, door handles, bar surface, cocktail table surfaces (where applicable), “back of house” areas.
- Pertinent signage will be posted throughout the venues.
- Hand sanitizing stations will be provided and maintained throughout the venues.

Post-Event

- All vendors will be expected to continue to observe the same practices during load-out as were established for load-in.
- All areas & equipment will be diligently cleaned/re-sanitized after each event for continued observation of best health and safety practices.