



**Pierce County Parks Wedding Ceremony, Funeral and Memorial Safety Checklist  
"Safe Start" Washington – PHASE 2 (rev 8/7/20)**

Event: \_\_\_\_\_ Date \_\_\_\_\_

Host (Name) First: \_\_\_\_\_ Last: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**THIS SAFETY CHECKLIST APPLIES TO THE FOLLOWING:**

Non-religious wedding and funeral or memorial services. Wedding services are defined as the wedding ceremony ONLY. **Wedding services do not include receptions, engagement parties, bridal/groom/couples' showers, bachelorette/bachelor parties, or rehearsal dinners.** Funeral and memorial services are defined as the ceremony honoring a deceased person, including a wake, burial, cremation, or memorial service, located indoors or outdoors.

Please see the following: [Guidance for Religious and Faith Based Organizations](#) and [Modifications to Proclamations 20-25, "Stay Home - Stay Healthy" through 20-25.6 "Safe Start - Stay Healthy" - Updated 07/28/2020.](#)

**Any group wishing to offer public or private events in Phase 2 of Safe Start Washington, meeting the aforementioned conditions, must have a written Safety Plan outlining how the event will be managed to prevent the spread of COVID-19. This checklist may be used for this purpose or you may develop a more detailed plan that includes, but is not limited to, all items in this checklist.**

**THE EVENT WILL INCLUDE:**

- Protections for guests as well as protections for event employees that is at least as protective as the requirements from the Department of Labor & Industry. <https://lni.wa.gov/forms-publications/F414-164-000.pdf>
- An event host may fill out this template to fulfill the requirement or may develop their own Safety Plan that exceeds the listed requirements.
- The host of the event is required to create the plan; a copy of the plan must be submitted to Pierce County staff prior to permit approval, and will be retained by the owner of the site or the public agency that permits the event as well.
- A copy of the plan must be available at the location for inspection by state and local authorities.
- This plan will be made available to Washington State regulatory agencies or local health or safety authorities in the event of an inspection.
- Event hosts are required to follow the Safe Start Washington – Phased Reopening County-by-County and industry specific guidance. Please discuss with your Parks Representative if you have additional concerns or questions.

**EVENT ATTENDANCE:**

- a. Please keep in mind the following attendance calculation considers an allowance to ensure adequate physical distancing is maintained for non-household members in attendance.
- b. This attendance number must also include vendors or other technical staff (i.e.: wedding planner, photographer, videographer, officiant, etc.).

<b>FOR PIERCE COUNTY PARKS STAFF USE ONLY</b>		
Facility/Room(s) _____  Based on your request, capacity for your event will be:  Phase 2 _____ Modified Phase 2 _____ Phase 3 _____		

**EVENT SAFETY REQUIREMENTS:**

**Please initial your understanding and acknowledgement of the following requirements:**

- \_\_\_\_\_ 1. Inform all employees, contractors, and guests that they must self-screen for signs and symptoms of COVID-19 before arriving at the location.
  
- \_\_\_\_\_ 2. Renter must provide their own hand sanitizer, wipes and other disinfectant to maintain a clean environment for their attendees.
  
- \_\_\_\_\_ 3. Renter will provide masks to those attending who do not have one with them, or they are required to prohibit them from attending the event.
  
- \_\_\_\_\_ 4. Renter will not allow any group choir singing or any live entertainment, karaoke, or dancing.
  
- \_\_\_\_\_ 5. Renter will be committed to keeping a log of all attendees at their event, including contact information (including, at minimum, name, phone number, and email address), up to two weeks after the event. This is required in the event contact tracing is necessary.
  
- \_\_\_\_\_ 6. Everyone in attendance at this event will be required to wear a face covering at all times during the event. The host of the event will document those attending who cannot wear a face covering due to a qualifying health condition or children under 2 years of age. (See Department of Health 20-03 Face Coverings Exemptions.) (Temporary removal of face coverings for persons required for ceremonial purposes should be discussed in advance with your Recreation professional).

- \_\_\_\_\_ 7. Attendees will be advised that only two persons will be allowed in each of the restrooms at a time. Physical distancing of 6ft between attendees must be maintained while waiting for use of the restroom. Renter is responsible for informing guests of this requirement.
- \_\_\_\_\_ 8. All organizations must adhere to physical distancing requirements and have six feet of space between the attendee's seats. Members of the same household may be seated together as a single unit during the ceremony.
- \_\_\_\_\_ 9. Receptions and food service are not allowed.

**Please provide the name(s) and contact information of vendors providing the following applicable services:**

	Business Name	Contact Person	Phone Number	Email
Wedding Planner:	_____			
Photography:	_____			
Videography:	_____			
Other:	_____			
Other:	_____			

**AGREEMENT AND ACKNOWLEDGEMENT:**

I understand that failure to agree to and comply with the above conditions and/or any supplemental safety plan will result in cancellation of my permit and may result in immediate cancellation of the remainder of my event.

Permit Holder Name (printed): \_\_\_\_\_

Permit Holder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have attached a supplemental safety plan with additional details about my event (optional).