

# Oakland Farm & Lodge

## Lodge Rental Agreement

Revised March 8, 2021    Yellow Alert Level

Primary Contact Name: \_\_\_\_\_

Booking date: \_\_\_\_\_ Booking time: \_\_\_\_\_

This agreement is intended to ensure that each group that rents the facilities at Oakland Farm & Lodge understands and agrees to comply with the most recent provincial Mandatory Order

It is also intended to ensure that each group that rents the lodge complies with insurance requirements imposed by our insurance provider.

<h3>Covid-19 Requirements</h3>
--------------------------------

**1. Physical Distancing:** As the owners, we are required by law to take all reasonable steps to ensure people **not inside** their single family bubble or members of their Steady 15 **will keep 2 meters (six feet) apart from each other**

Max number inside 30    Max number outside 50

Please explain how **you** will ensure that **your group will maintain at least 2 meters (6 feet) between people.**

---

---

---

---

---

---

---

---

**2. *Masks:*** As per the NB Mandatory Order, **non-medical masks that cover the mouth and nose are now mandatory in all indoor public spaces.**

Please explain how **you** will ensure that **your group will manage mask requirements keeping in mind bubbles/Steady 15 and distancing requirements.**

---

---

---

---

---

---

---

---

---

---

**3. *Screening:*** As the owners, we are required by law to take all reasonable steps to **prevent persons who are exhibiting symptoms of Covid-19 from entering the premises.** As the owners, we are also required by law to take all reasonable steps to **prevent persons who have travelled outside of New Brunswick in the 14 days prior to the event from entering the premises.**

Please explain how **you** will ensure **that no one in your group exhibits symptoms of Covid-19 or has travelled outside of NB in the prior 14 days.**

---

---

---

---

---

---

---

---

---

---

**4. Contact Information:** The Mandatory Order requires that any venue that offers seating “for the purposes of eating, drinking, socialization, celebration, ceremony or entertainment” **is required to maintain a record of the names and contact information of all persons who attend.**

We will provide a Guest Record template to record **all attendee’s** names and telephone numbers and/or email addresses. **A copy must be provided to the lodge owner after being completed at the event to ensure accuracy.**

**5. Hand washing and Sanitizing:** Frequent thorough hand washing and hand sanitizing are effective ways to prevent the spread of the Covid-19 virus.

**Please ensure that you have stressed the importance of this to your guests.**

There are sinks in both washrooms and the kitchen as well as two hand sanitizer stations inside the lodge.

## Insurance Requirements

**Our liability insurance has recently imposed two requirements on the operation of the lodge.**

1. Anyone hiring a caterer is required to obtain a **Certificate of Insurance** naming Oakland Farm & Lodge as an additional insured.

**NOTE:** A copy of the certificate must be provided to the lodge owner at least 7 days prior to the event.

2. If alcohol will be consumed during an event the client is required to obtain a **liquor liability policy** for the event.

The policy must name Oakland Farm & Lodge as an additional insured.

**NOTE:** A copy of the policy must be provided to the lodge owner at least 7 days prior to the event.

Please provide the following important information.

**Food**

Are you hiring a caterer?      Select or highlight one    **YES**    **NO**

**If you are not hiring a caterer, no action is required.**

**If YES:**

Our insurance requires that we obtain a Certificate of Insurance from the caterer ***namimg Oakland Farm & Lodge as an additional insured.***

Our understanding is that this certificate is provided at no cost from the caterer's insurance company.

**The certificate must be provided to the lodge owner at least 7 days prior to the event.**

**Liquor**

Will alcohol be consumed at the event?    Select or highlight one    **YES**    **NO**

**If there will be no alcohol at the event, no action is required.**

**If YES:**

Our insurance requires a liquor liability policy is obtained for each event.

**The policy must *name Oakland Farm & Lodge as an additional insured.***

Please contact your insurance broker or ask us where you can obtain such a policy.

(Policies are approximately \$100-150)

**A copy of the policy must be provided to the lodge owner at least 7 days prior to the event.**

## Declaration

**I have read and understood the information in this document.  
The information I have provided is accurate  
and I have not withheld any relevant information.**

*Please print name clearly and then sign below*

**Name:** \_\_\_\_\_  
(Name of Primary Contact)

**Signature:** \_\_\_\_\_

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

**We wish to sincerely thank you for your patience  
and understanding during this challenging time.**

**Thank you for supporting small local business! 😊**