

COVID-19 Event Emergency Plan

For events scheduled during Ohio's COVID-19 Rules:

In view of the social and economic effects of the corona virus, **The Williams Frances Theatre LLC** would like to address how this may affect events in our facility. Note that our policy will be in effect for as long as Governor DeWine has prohibitions in place on public gatherings, and those orders apply to all gatherings birthday parties, religious gatherings, weddings or funerals etc. Our COVID-19 policy will be updated continually to reflect the Governor's most recent orders as this pandemic progresses. Whenever quarantine restrictions are lifted, client's contractual event policy will be in place. This policy can be referenced on this website.

First, be assured that our facility is cleaned and disinfected prior to every event. In addition to ample hand soap, we will also have hand sanitizer dispensers.

We are aware that travel has been limited and restricted in some situations, which could effect travel for your out of town guests. If you need to make adjustments to your guest count, you must notify us at least 10 days in advance.

Some clients may consider canceling or rescheduling their event. Because of the extreme circumstances, if you feel that it is in the best interest for the health and safety of you and your guests, The Williams Frances Theatre will allow for cancelation or waive the rescheduling fee under the following circumstances:

1. An event canceled due to the corona virus concerns must be rescheduled for another date within 12 months of the original event date, subject to availability. The contractual rescheduling fee will be waived. **The deposit is non-refundable.**
2. Rescheduling an event **MUST** be done more than 10 days in advance of your original date and within 3 months of your scheduled event. Cancellations more than three months out must adhere to their contractual rescheduling/cancelation policy.
3. The client should select from available dates within 12 months of their original date and is subject to availability. To reschedule, email Roberta Baldwin: sales@thewilliamsfrancestheatre.com .
4. Price adjustments will be made for rescheduling a Saturday event or Friday or Sunday event.

5. If a client prefers to cancel their event instead of rescheduling, they will be refunded 50% of the (2nd deposit amount if the second payment has already been made.) Note that by contract no rental fees are refundable, so we are altering the terms of that contract in view of the public health emergency.

6. You must communicate directly with Roberta Baldwin about catering fees, adjustments, or credits for food and service.

Please contact us with any facility question: sales@thewilliamsfrancestheatre.com .