

# 1840s Plaza & Carrollton Inn

## COVID Frequently Asked Questions

### **Venue Questions**

*If your venue is temporarily closed, what's the best way to contact you?*

410-385-1840 or [info@1840sballroom.com](mailto:info@1840sballroom.com)

*What is the venue's policy on postponement?*

If at the time of your event, the state of Maryland regulations will not allow your event to be held as originally planned, you may postpone up to one year out. You may reach out to postpone no more than 2.5 months out from your event.

*Would there be fees associated with postponing our wedding?*

There are no fees for an initial postponement.

*If we need to reschedule our wedding, do you offer reduced pricing for weekday weddings or off-peak seasons?*

No, the rate would transfer over to the new date or best comparable date/package. We do not offer any discounts, reimbursements or refunds for weekday or off-peak season switches.

*How far in advance of our wedding date should we start to consider whether or not we should postpone?*

Please let us know 3 months out from your event if you think you might need to postpone. Two months before your wedding you should know regulation changes and updates.

*If we do need to reschedule, is there a time limit in which we must reserve a new date?*

You must reserve a new date within one year of the original wedding date.

*If we need to postpone our wedding until next year, will you have available dates?*

It all depends on our calendar- we will try our best to come up with a comparable alternative date!

*Do you offer elopement or “marry now / celebrate later” packages? Do I get a discounted rate?*

Yes, we offer a 1 hour Elopement Special for up to 20 guests! Our discounted package includes an officiant as well! Please review full package information on the Elopement tab of the website.

*How many guests can you accommodate? What are the capacities mandated by the City?*

Keep in mind the social distancing guidelines will affect the square footage needed for your event. The latest executive order states the venue has the right to set their own capacity while still being able to safely follow CDC socially distancing guidelines and mask requirements. Caterers follow the guidelines of restaurants, they must seat no more than 6 guests to a dinner table, max of 10 guests to a table if they all live in the same house. Tables must be spaced at least 6 feet apart from each other.

Changes to capacity or new announcements may change the figures listed below.

Reception tables must be spaced 6 feet apart. It is best to work with your caterer prior to your event on a socially distant floor plan for your final guest count.

Ballroom:

Seating capacity at 25%= 87 people  
Seating capacity at 50%= 175 people  
Seating capacity at 75%=262 people

City Lites:

Seating capacity at 25%= 62 people  
Seating capacity at 50%= 125 people  
Seating capacity at 75%= 187 people

Cabaret:

Seating capacity at 25%= 57 people  
Seating capacity at 50%= 115 people  
Seating capacity at 75%= 172 people

*Will we be able to live stream the wedding? If so, will you facilitate the technology?*

Absolutely! We have free guest WIFI you may connect to, but you must provide all your own equipment should you wish to live stream. (You may need to use a hot spot at the outdoor ceremony locations) Please feel free to discuss with your photographer, videographer or DJ if they offer services of this type!

## **Social Distancing/Sanitation Questions**

*Do you have a mask requirement for your guests? What about for employees?*

Yes, all individuals are required to wear face coverings in any indoor business, service, organization or establishment that serves the general public. At this time, individuals are required to wear masks outdoors as well. Guests will not be required to wear a mask if eating or drinking while seated at their reception table. In accordance with Governor Hogan's orders, face coverings are still required when otherwise moving in or about a restaurant or bar premises. This includes the wedding couple, wedding party, wedding guests, vendors, and all staff- even while dancing. Our Innkeepers, Event Specialists and catering partners will be enforcing the "no mask, no service" rule.

*What kind of cleaning and sanitation will be done prior to our event or stay at your Inn? What about during the event or stay?*

We are frequently sanitizing the commonly touched areas in the Plaza and Inn. Knobs, key cards, buttons, remotes, switches & handles are sanitized multiple times during the day. Our housekeepers have a more stringent cleaning process between guest stays as well. We've posted signs requesting guests to maintain 6 feet and there are plenty of hand sanitizer bottles available for guests to use throughout the Inn and on every floor of the Plaza.

*Can we as the wedding couple offer any additional preventative safety measures?*

Sure! Feel free to set up hand sanitizing stations or mobile hand washing stations during your rental! You may also take guest temperatures upon arrival, buy wedding mask favors, or plug in air purifying machines if you'd like. Some couples have found offering comfort level wrist bands in three different colors help guests feel more at ease while helping you celebrate.

*What safety measures do you have in place for staff?*

All our approved caterers do temperature checks upon arrival of their staff. All 1840s staff routinely wash their hands and are prevented from coming to work if they feel ill or have had close contact with someone who has tested positive. Our valets use sanitizing wipes to clean keys, steering wheels and gear shifts prior to returning your car.

*What are some creative layouts/floor plan ideas for the ceremony and reception?*

Think outside the box! While we recently started offering an entirely outdoor reception, we can also create an indoor/outdoor space by opening all the doors to the Cabaret level and allowing your guests to flow in and out! This encourages guests to spread out more and appeases more cautious guests. We've had a few couples decide to offer a wedding brunch for a smaller crowd with manned stations- waffles, omelets, mimosas... Others have decided to rent the entire Plaza building so that they may invite the maximum capacity according to regulations. These couples space out their

ceremony, cocktail hour, and reception on different floors so that social distancing is always followed. Our one hour elopements in the courtyard have been a saving grace for any couples who wish to make their marriage legal in front of their loved ones but plan to host a reception at a later date.

*What is the traffic flow like for guests? Is it possible to set up "one way" doors for entrances and exits? Do you have any automatic doors?*

No and no. Unfortunately we aren't able to offer one way flow of traffic to any of our event spaces. All guests attending weddings or events in the Ballroom must use the elevator to arrive and leave the space.

### **Outside Related Questions**

*Can our entire event be held outdoors?*

There are two options for couples who wish to have an entirely outdoor wedding: the One Hour Elopement Special & the Exclusive Outdoor Garden Courtyard package. Please be sure to look closely at both packages as they are wildly different.

*Is it possible to set up a tent?*

Tent usage is not permitted in either courtyard due to the strings of lights above both courtyards.

### **Music/Dancing Questions**

*Are there restrictions on amplified music outside?*

Normally we would only allow cocktail or non-amplified music outside for events. However, we are more flexible on allowing our guests to bring new ideas to keep everyone outside and socially distanced more than before. We are allowing dancing and amplified music in the courtyards until 11pm during this time. If we receive any noise complaints from our surrounding neighbors, we may have to adjust our amplified music policy again.

### **Catering Questions**

*How will food be served and/or presented?*

Buffets are not allowed to be self-served by the guests at this time. They must be plated and served by the caterers (cafeteria style). Appetizers must be pre-plated and cannot be passed on trays by caterers during cocktail hour. Guests may only remove their masks to eat when they are seated in

their seats for dinner. While eating during cocktail hour, they must put their mask back on after they eat an appetizer.

*What additional measures can be taken to avoid clustering around the bar or no masks during cocktail hour?*

An outdoor bar is always recommended, you are welcome to bring/rent additional lighting to put outside to keep the outdoor bar open all night. If possible, we recommend a seated cocktail hour at their reception tables. It is best to touch base with your caterer you choose and us, the venue, prior to your event for the latest regulations and policies on social distancing.

### **Bed and Breakfast Questions**

*I booked a B&B guest room for my wedding and now I postponed it, what should I do?*

We are happy to move the reservation to your new event date. If the same guest room is not available on the new date, please allow us to find a comparable alternate guest room or date to stay. If nothing is comparable, 1840s will give a gift certificate for the full amount or a full refund to the original form of payment minus a \$20 cancellation fee.

*Are you able to refresh my room if I have a three night stay with you?*

Unfortunately, at this time, our housekeepers and staff are not entering any guest rooms to do any cleaning or refreshing once the guests have already checked in. If you need anything removed or brought to your room, please let the innkeeper at the front desk know and we would be happy to take care of it for you. If you need additional water bottles, towels, toiletries or new china/cutlery, please let us know and we can deliver the items to your door. Feel free to leave any dishes or trash outside of your room to be removed during your stay as well.

*If I booked all the B&B guest rooms for my event, can we still have a buffet breakfast in the morning?*

During this time, our B&B is not serving a buffet style breakfast to our guests. All guests will be choosing from individual breakfast menus clipped to the outside of each B&B room door. Unfortunately, we are not allowing any additional outside guests to pay extra to have breakfast with the wedding group in the morning.

**\*During this challenging time, regulations are fluid and may change quickly. Please call the Front Desk to speak with Stasia, Rachel or an Innkeeper if you have questions about your event.**