

To all Clients & Guests,

In these uncertain times, I wanted to reach out to you personally about what we are doing here at Mavis Arts & Event Center to support you, your guests and the community. Mavis promises to be yet another excellent opportunity to gather, learn, share, and celebrate, but we need to ensure that we support our community and each other by taking sensible and appropriate action to make our time together successful.

As the situation around coronavirus (COVID-19) continues to evolve, we are doing everything we can to ensure your comfort, safety and flexible options.

As it has always been, the safety and security of our guests and team members remains our highest priority. We take great pride in maintaining the highest standards of cleanliness and hygiene throughout our space on a daily basis. In response to COVID-19, we have taken additional measures to make our cleaning and hygiene protocols even more rigorous:

- We have a strong, structured cleaning regimen each day with an EPA approved disinfectant.
- We have a sanitation team that comes before and after events for a thorough sanitation of the building.
- We have increased the frequency of cleaning our main areas (including our elevators, door handles, bathrooms, etc.) and have continued the use of disinfectant.
- We are enhancing our cleaning procedures each day, including tables, chairs, and our existing AV Equipment.
- We are provisioning alcohol-based hand sanitizer and sanitizing wipes for all.
- We are providing hygiene materials such as tissues and masks.

Food and Beverage

In food and beverage management, we have the highest standards and certifications such as but not limited to; Serve Safe Food Handlers Certifications. We have reduced the current capacity of our event space and we have applied safe distance practices for all guests.

Special Events

We will help customize your event and help share ideas on how to make your event magical while also taking precautions for the safety of everyone.

We will keep you apprised of developments, but please feel free to reach out to our Team if you have questions or concerns.

Thank you for entrusting us with your special event needs and like always we are committed to providing excellent service to you and your guests.

Sincerely,

A handwritten signature in black ink that reads "Mitzi B. Rodman".

Mitzi B. Rodman

CEO

Mavis Arts & Event Center