

In effect until 2 Oct 2020 (inclusive)

**Safe Management Measures for Marriage Solemnizations and Wedding
Receptions**

Organisers (which could include venue operators/ owners¹, wedding planners, and the wedding couple or relatives/ friends) responsible for supplying or procuring the premises and any goods and services related to the wedding (whether or not for reward and whether jointly or otherwise) are required to put in place the following safe management measures.

1. Overall

- 1.1. Prevailing rules applying to each entity/ venue will continue to apply.
- 1.2. It is recommended that organisers appoint a Safe Management Officer to ensure that safe management measures are adhered to.
- 1.3. The Solemnizer may postpone the solemnization if safe management measures are not implemented or adhered to for the solemnization.
- 1.4. For external venues (excluding home, ROM(M) Building and places of worship), organisers should prepare response plans to manage situations such as handling unwell guests. This includes ensuring staff are familiar with the procedures in the handling of unwell and/ or uncooperative guests.

2. Gathering Size Limit

- 2.1. The maximum gathering size must not exceed a total of 50 persons or a lower number, depending on venue capacity, safe distancing measures and/ or other factors to be determined by the venue owner/ operator or organisers. This applies for the entire duration of the marriage solemnization/ reception, and excludes the Solemnizer (for solemnization), vendors and premise staff. For avoidance of doubt, there **should not** be multiple batches of 50 persons attending the event, as the cap of 50 persons refers to the total number of persons attending the event. Vendors and premise staff should be kept to the minimum required.
- 2.2. For solemnizations, couples are to declare their guest and vendor list to the Solemnizer at least one day before the solemnization.

3. Group Size and Safe Distancing

- 3.1. Guests must be split into fixed groups of up to 5 persons each, with no intermingling or mixing between groups.
- 3.2. An exception may be made for a designated core “wedding party” comprising up to 20 persons (including the bride and groom)², which is part of the 50 persons. Individuals in this “wedding party” may interact with one another within the group, and may sit at tables of more than 5 persons. However, they must not intermingle or mix with other attendees outside the ‘wedding party’.
- 3.3. At least one-metre safe distancing must be observed between groups, as well as between the “wedding party” and other groups, at all times.

¹ Includes the religious organisation if held in a place of worship.

² For the solemnization, this also includes the couple's two witnesses.

4. Venue Set-up

- 4.1. The venue should be set up to ensure that the gathering and group size limits as well as safe distancing requirements above are adhered to at all times.
- 4.2. There should be fixed seating for all attendees.

5. Management of Common Facilities

- 5.1. Organisers should put in place measures to minimise crowding or mixing at common facilities e.g. corridors, toilets.
- 5.2. Pre-meal receptions (free-standing) are not allowed.
- 5.3. Where possible, organisers should identify hotspots e.g. entry/ exit points, washrooms, corridors, etc. for potential bunching and implement a control mechanism to prevent/ disperse crowds. This could include the deployment of Safety Ambassadors to remind attendees against clustering and loitering in common areas.
- 5.4. Premises hosting multiple events concurrently should put in place measures to ensure no inter-mixing between attendees of different events.

6. Use of Face Masks

- 6.1. Organisers should ensure that attendees are wearing face masks in accordance with the prevailing national policy, with the exception of the bride and groom who may wear face shields during the course of the event instead. The bride and groom may also remove their face shield or mask for key moments (e.g. when exchanging vows or rings, kiss, march-in/ outs) as long as they maintain a safe distance of at least two metres from others at such times.
- 6.2. Masks may be removed momentarily for photo-taking.

7. Food and Beverage

- 7.1. Food and beverage should not be served at solemnizations.
- 7.2. Self-service buffets are not allowed. Sharing dishes/ platters is strongly discouraged.
- 7.3. Attendees should not share cups/ cutlery/ utensils.
- 7.4. No sale or consumption of alcohol is allowed after 10.30pm.

8. High-risk Activities

- 8.1. Live performances or activities involving singing or loud talking/ shouting are not allowed.

9. Attendance Control and Contact Tracing

- 9.1. Organisers should conduct temperature screening and checks on visible symptoms for customers at entrances, and turn away those with fever and/ or who appear unwell.
- 9.2. All guests should check in to the event using SafeEntry. The venue owner/ operator or organisers should have a unique QR code for the event space, e.g. hotel ballroom, function room, private dining room in a restaurant.
- 9.3. All guests should download and activate TraceTogether before attending the event. Organisers should perform checks that TraceTogether has been activated e.g. at the point of checking that the attendee has checked in via SafeEntry.

- 9.4. Organisers are encouraged to stagger the arrival and departure timings of attendees. Queuing in groups should be discouraged.
- 9.5. Organisers are encouraged to adopt contactless modes of operation where possible e.g. putting the seating arrangements online or on a board instead of a manned reception counter to minimise contact between individuals.

10. Ensuring Cleanliness and Hygiene

- 10.1. Where applicable, the venue owner/ operator or organisers should clean and disinfect function spaces, tables and chairs before and after use, including high-touch areas such as handrails, door handles, lift buttons, etc.
- 10.2. Where applicable, the venue owner/ operator or organisers should provide disinfecting agents like hand sanitisers, disinfectant sprays, wipes, etc. for attendees and staff at common or high-touch areas.