



Following the overruling of the Wisconsin “Stay at Home” order on May 13th, 2020, Kilkarney Hills Golf Course will be making the necessary updates in order to safely reopen its services to visitors until further notice. These changes are effective immediately and include, but are not limited to, the following:

Golf Course Updates:

- Enforcing social distancing guideline of remaining *6 feet apart* (when able) when inside Pro Shop and Clubhouse areas
- Offering “*touchless*” payment processing system to avoid cash transactions, card exchanges, and receipt printing/signing
- Continuing increased *sanitization efforts* throughout course during regular operation as well as events/tournaments
- Continue *golf cart sanitization* after each use
- Keeping flag sticks in the holes at ALL times
- Encouraging guests not to share balls or clubs
- Following CDC recommendations for guests aged 65+ or guests with pre-existing health conditions.
*Guests exhibiting any flu-like/COVID-19 symptoms will politely be asked to exit the premises.
- Establishing *expectations and guidelines/requirements for all course staff* as they pertain to daily responsibilities
- Increasing use of *paper products/disposable items* for food and beverages where applicable
- In addition to temperature checks upon shift arrival, all employees are required to use *masks and/or gloves* when preparing and serving food, and for any other tasks where necessary.
- Modifying bar/beverage service:
 - o Using disposable drink cups (with exception of wine glasses)
 - o Providing paper wrapped straws
 - o Recommending group drink orders
 - o Posting preventative information and flyers throughout Pro Shop and Clubhouse

Additional Temporary Changes/Adjustments:

- Increased sanitization
- Re-spaced bar stools to adhere to social distancing recommendations
- Adjusted spacing of high-tops in Clubhouse and on Patio, along with guest tables when available
- Increased air exchange system with updated filters throughout facility

If, at any time, you, our guests, or any Kilkarney staff member witnesses or experiences COVID-19 symptoms, please find a Kilkarney staff member and they will locate the onsite Manager to address the situation. Kilkarney Hills reserves the right to ask any guest to exit the premises at any time if in violation of the enforced changes, or if there is any suspicion of COVID-19 being present in the facility.



Wedding Updates:

Keep in mind that we will ensure the following:

- Outlining safety protocols and procedures among wedding staff to ensure they will be enforced to keep guests safe and healthy
- Discussing any pricing adjustments individually with couples if necessary due to the outlined adjustments
- Applying safety adjustments to weddings in our Valley View Banquet Hall as well as our Trellis Ceremony Site

REMINDER: The items listed below are general guidelines/restrictions. Each couple may discuss with the Event Coordinator how these circumstances will apply to specific weddings, and adjustments/additions are always welcome in devising individual plans.

Ceremonies:

- Strongly encouraging elderly (ages 65+) guests or guests with pre-existing health conditions to arrive *as close to Ceremony start time as possible*
- Offering "live-stream" ceremonies
- Providing *flexibility for chair setup options* if preferred (i.e. wider spacing, limit chairs per row, etc.)

Bride/Groom Suites:

- Encouraging elderly (ages 65+) not to enter Bridal Suite and/or Groom's Pad buildings
- Limiting 10 people in each building at a time when possible
- Adjusting food and beverage handling/service as needed
- Updating cart usage and increased sanitization
- Increasing available sanitizing items for guests in each building

Receptions/Dinner:

- Strongly encouraging elderly (65+) or guests with any pre-existing health conditions present at the Ceremony not to attend the indoor portion of the event
- Sanitize station available outside banquet hall doors with sanitizer, masks and temperature checks
- Encourage use of outdoor spaces available (banquet hall patio and fire pit areas)
- Added multiple sanitation stations throughout
- Updating banquet hall:
 - o Plexiglass shields along bar area
 - o Marking social distancing "safe zones" (as needed)
 - o Spacing tables/chairs and guests per table to better fit social distancing guidelines
 - o Adjusting bathroom garbage locations and propping doors in bathroom areas
- Designating staff member(s) to be *specifically responsible for sanitizing* high traffic areas throughout
- DJ/MC to help facilitate social distancing on dance floor as well as other guidance as needed
- Encouraging plated dinner service and/or buffet style meals served from Kilkarney staff including all appetizers and late-night snacks.
- Requiring banquet staff to use *masks, gloves, and aprons* when necessary (i.e. food handling, plating food, bussing, etc.)
- Rolling silverware on all dinner tables until further notice
- Adjusting water service options throughout dinner (no water carafes, additional water upon request)

Kilkarney Hills Golf Course is in the process of reviewing any additional safety precautions necessary and will update as new information becomes available. In the meantime, our full Golf Course will remain open for play, and our Banquet Hall is open for hosting all events. We invite all guests of Kilkarney Hills Golf Course to check our website for periodic updates regarding the ever-evolving COVID-19 pandemic.

www.kilkarneyhills.com



As our valued guest(s)

Our top priority is keeping you and our staff safe. In order to successfully maintain a clean and healthy environment, we kindly request you relay any important information for your event to your guests. This information, along with several other safety precautions and notices, are also posted throughout the facility.

*We thank you in advance for your patience and cooperation
during these unexpected and unpredictable times.
- Kilkarney Hills Golf Course*

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