

Invite to Midnight
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THE NEW GOLD STANDARD
FOR SOPHISTICATION,
STYLE, SERVICE AND
SAFETY.

CESCAPHÉ

INVITE to MIDNIGHT

SUBJECT: CESCAPHE'S NEW GOLD STANDARD FOR EVENTS

To our valued Cescaphe Clients,

For nearly 20 years it's been an honor to serve as trusted partners in celebrating life's most special moments. Now more than ever our unwavering commitment to service, quality and the safety of our guests and employees remains our highest priority.

Today, we're proud to announce our 'Invite to Midnight' response plan to set a new industry standard for private events.

We're taking thoughtful steps in partnership with state and local regulators to ensure that at every touchpoint our guests and staff are as safe as possible, while maintaining the sophisticated aesthetic that sets Cescaphe events apart.

We're instituting dozens of new protocol updates to make certain that proper sanitation and safety standards are seamlessly met—all without affecting the overall experience for you and your guests. By doing our jobs right, you will hardly notice a difference.

I speak to countless clients every day who are anxiously awaiting the moment that they can celebrate with friends and family. Rest assured that our team is here to answer all of your questions and we look forward to making the day you've always dreamed of a reality.

Sincerely,

Joseph Volpe

FOUNDER AND CEO, CESCAPHE

APRIL 2021

COVID-19 RESPONSE PLAN

THIS DOCUMENT OUTLINES OUR CURRENT PLAN TO BEGIN HOSTING EVENTS SAFELY. AS MANDATED PROTOCOLS CHANGE, OUR RESPONSE WILL ADJUST ACCORDINGLY.

Cescaphe is committed to complying with and expanding the protocols and mandates implemented by the Departments of Health for the Commonwealth of Pennsylvania and the City of Philadelphia as it pertains to gatherings. We have addressed the logistics of events and how we will reopen, including but not limited to guest arrival, registration, food & beverage service, disinfecting & sanitizing, front and back of house procedures, culinary service, etc.

PRE-EVENT SAFETY

- New sanitation guidelines and protocols in place for every event
- Event attendance is limited up to 250 guests in Pennsylvania's Green Phase, this number includes guests, vendors, and Front of House Staff
- ALL Cescaphe staff members will be temperature checked prior to entry
- Staff members are required to stay home if they are sick and any employee who is ill, exhibiting symptoms or has a temperature will immediately be sent home
- ALL Cescaphe staff members will be required to wear masks for the entire duration of their shift
- Client must provide a complete and accurate guest list to include an email address and guest origin prior to the event, this is required for every guest in attendance
- Require all vendors to sign off on a "Health Certification Form" for all onsite event staff stating that they are symptom-free. Vendors will be required to wear a mask
- Cescaphe will keep records of all staff, vendors, and guests at an event on file for 60 days for contact tracing per Pennsylvania's Department of Health.

SANITIZATION PROTOCOL

- Staff members required to wash hands frequently
- High-touch surfaces will be disinfected every 20 minutes throughout the event; both Back of House & Front of House
- Bar tops will be sanitized every 20 minutes
- Food display setup will be thoroughly sanitized before and after each event
- New sanitation guidelines and protocols in place for every event

ENTRANCE TO VENUE

- Masks must be worn by guests while entering and exiting the venue
- Valet attendants will be wearing gloves, face masks, and will sanitize steering wheel & keys before & after use
- Dedicated staff to greet and direct all guests & outside vendors
- Signage reminding guests of social distancing protocols during the event
- Hand sanitizing stations located in general areas for guests

SOCIAL DISTANCING

- Floor plans created using advanced seating software that appropriately designs table & chair placement based on Social Distancing Requirements per PA guidelines
- Table capacity is 8-10 guests per table
- Arrange public space furniture to promote physical distancing
- Ensure overall event flow utilizes social distancing guidelines

FOOD + BEVERAGE PROTOCOL

BAR SERVICE

- Individual straws wrapped; Bar fruit/garnishes/stirrers in enclosed containers
- Bartenders to wear masks
- Bar tops will be sanitized every 20 minutes
- Sanitation Station at each bar

COCKTAIL HOUR

- Open floor plan to allow for social distancing guidelines
- Passed hors d'oeuvres tray will be covered, each item will be individually portioned
- Translucent partition between food and guests for Chef Attended Stations including Seafood Display

DINNER SERVICE

- Plate covers for all courses (salad, intermezzo, dinner)
- No shared condiments placed on tables, all items will be served a la carte (salt, pepper, butter, etc.)

DESSERT DISPLAY

- Translucent partition between dessert display & guests, the Dessert Display will be Chef Attended
- Passed dessert trays will be covered, each item will be individually served

QUESTIONS?

Contact us at:
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