



COVID-19 EVENT RESTRICTIONS

Venue Capacity:



EST. THE 1931
POST OFFICE
AN UNBRIDLED COMMUNITY

The Post Office:

Main Level: 4,500 sq. ft
Current Capacity: 75 guests

Board Room: 800 sq. ft
Current Capacity: 5 guests



EST. THE 1931
ANNEX
AN UNBRIDLED COMMUNITY

The Annex Ballroom:

5,000 sq. ft
Current Capacity: 120 guests

The Annex Main Level:

1,500 sq. ft
Current Capacity: 26 guests



THE JOSEPHINE
MANSION
AN UNBRIDLED COMMUNITY

Josephine Event Center:

3,000 sq. ft
Current Capacity: 25 guests

**Venue capacities are based on useable square footage and the [county dial level](#) and will be updated accordingly*

Unbridled Holdings is monitoring all changes to hosting indoor events. As local and state governments lift restrictions, we will continue to make updates. Our intention is to open our doors for you as smoothly and safely as possible. Please feel free to reach out to us for additional questions or more information on our venues. We are excited to be hosting live events!



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Venue Information:

- We ensure 6-foot distancing between all employees, vendors and guests.
- Entry and exit of the venue are staggered to avoid congregating.
- Seating areas are pre-set to allow for social distancing.
- Single-direction traffic in high traffic areas are outlined with tape and/or signs.
- Physical barriers (plastic flexible screens) are in areas where social distancing cannot be maintained.
- There are no self-serve food and drink options.



Guest Expectations:

- Stay home if you are sick or exhibiting COVID-19 symptoms. If you have been in close contact with a person suspected or confirmed to have COVID-19, please stay at home and self-quarantine. [Populations at higher risk for severe COVID-19](#) should consider additional protections or stay at home per CDPHE guidance.
- Provide guest list including full name, email address, and phone number for contract tracing purposes.
- Face coverings are required.
- Wash your hands frequently.
- Maintain at least 6 feet of physical distancing from others as much as possible.
- Self-report after the event if you show [symptoms](#) of COVID-19 or have a positive test.



Safety and Sanitation Efforts:

- All frequently touched surfaces and restrooms within the venue are cleaned and disinfected on a routine basis with [EPA-approved disinfectants](#).
- Touchless hand sanitizing stations are available in high-traffic areas.
- Ventilation systems operate in line with OSHA guidance.
- Event staff and vendors are trained on all safety protocols.
- Guest contact information will be collected to help with potential exposure notification.
- In the event someone gets sick at the event, we have a plan outlined to immediately isolate the individual.



Additional Information:

Colorado State COVID Resources: covid19.colorado.gov
Fremont County COVID Resources: fremontco.com/covid-19-information

For extensive information on Safer-at-Home, including sector-specific guidance, please [click here](#).