

Outdoor Venue Smoking Policy Enforcement

Date: _____

To: [Venue Staff/Management]

From: [Your Name/Position]

Subject: Enforcement of Smoking Policy

Dear Team,

I hope this message finds you well. This letter serves to remind all staff about the enforcement of our smoking policy at the outdoor venue. As you are aware, the health and safety of our guests is our utmost priority.

Please adhere to the following guidelines:

- Designate specific smoking areas away from high-traffic zones.
- Ensure that proper signage indicating smoke-free areas is visible.
- Educate our guests on the smoking policy upon entry to the venue.
- Monitor compliance and report any violations to management immediately.

Thank you for your cooperation in maintaining a safe and enjoyable environment for everyone.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]