

We Will Safeguard Against Covid-19 Through

Sanitisation Controls



Increased Sanitisation Protocols in every area

High frequency of cleaning and sanitisation throughout venues with a focus on high touch point areas

Sanitisation products (gels, wipes) will be available to attendees and our events team throughout the venue at allocated stations

Venue Controls



Online Registration is encouraged. Attendee registration to be carried out in a contact free way

Floor markings and team support will ensure clear distancing guidelines for attendees

We will work with you to stagger the arrival, break and departure times

Auditorium Controls



Auditorium Control to ensure social distancing in line with guidelines. Face coverings are required

Capacity restrictions to adhere to social distancing guidelines

Social pod groups will be allowed to sit together with seat spaces unoccupied between groups

Communication Controls



Information about sanitising and social distancing measures will be visible to attendees

Our team will have PPE suited for the various tasks as well as training on social distancing

We will work with you to ensure that an adequate and compliant list of attendees is maintained for contact tracing

Sanitisation Control



→ Sanitisation Stations

Sanitisation products (gels, wipes) will be available to guests and team throughout the venue at allocated stations.

→ Increased Sanitisation Protocols

High frequency of cleaning and sanitisation throughout the venue with a focus on high touch point areas.

What we will do

- Sanitisation stations will be available for attendees use within the venues. The number of stations will depend on the square footage of the venue.
- 45 minutes will be scheduled before and after any event to sterilise all of the high contact points such as seats, armrests and door handles.
- High contact areas such as door handles and sinks will be sterilized by a member of our team every 15 minutes.

What we need our Client to do

- Clients will take full responsibility for ensuring their team are following social distancing guidelines and practicing good hand hygiene.
- Clients will encourage attendees to make use of sanitisation stations.
- A responsible representative from the client organisation must be present on site and work alongside our venue team.

Venue Control



→ Online Registration & Tickets

Client registration to be managed contact free. We can assist you in achieving this via our supplier - Sparq.

→ Staggered Schedules

We will work with you to stagger the arrival, break and departure times. This is to ensure we can manage queues and clients' waiting times efficiently.

What we will do

- We will provide the appropriate number of team members at the event to maintain social distancing.
- We recommend that lifts are only used for those who need them for accessibility.
- For now we will not be tendering any new suppliers. We work with some of the best in the industry and can put you in touch with them directly to explore relevant options for your event.

What we need our Client to do

- Mobile check in, event registration, attendee badging and staggered entry are all encouraged. This is to avoid queues outside and inside of the venue.
- We ask that all attendees are checked in and registered and any last minute changes on the day are recorded. A list of attendees must be maintained for contact tracing.
- To maximise your attendance and ensure your attendees feel safe travelling we ask that your start and end times are scheduled outside of rush hour where possible.

Auditorium Control



→ Seating Control

Attendee pods already in close contact will be allowed to sit together with seat spaces unoccupied between groups

→ Auditorium Control

Capacity restrictions will be introduced to adhere to social distancing guidelines.

What we will do

- We will be following the guidance from the Government with regards to seating and social distancing on site.
- We will work closely with you to ensure we can create floor plans and ticketing systems for your events.
- Subject to the screen allocated and number of guests, we can explore unallocated seating managed by our events team.

What we need our Client to do

- Client to provide a floor plan and attendee numbers at least 48 hours prior to the event.
- Our priority is safety. Attendees are required to adhere to safety measures and social distancing.

Communication Control



→ Attendee Communications

Information about sanitising and social distancing measures will be visible to clients.

→ Staggered Event Schedules

We will work with you to ensure that an adequate and compliant list of attendees is maintained for contact tracing.

What we will do

- Our website has safeguarding measures available for your attendees prior to their visit.
- Adequate PPE and signage in place in line with guidance.
- We have a great selection of pre-packaged food that can be ordered ahead of the event. Should purchases need to be made on the day, the £45 contactless method is available in the venues.

What we need our Client to do

- Any setup must be agreed 14 days prior to the event and schedules for loading 7 days before the event. This is to avoid crowding in the loading bay and public area.
- Should our clients wish to provide PPE for their attendees we are happy for you to do so. Masks are available for purchase at the venue and will