



# Conference and Events Safe Space Guide

Unique & Memorable Experiences

June 2020

# Your Health and Safety is our number one priority

- At RA Venues we understand your first priority before booking, organising or attending an event is your attendee's safety, health and well-being.
- We will continue to monitor and act on advice from the UK government, Public Health England and the World Health Organisation, regarding precautions on COVID-19 and adjust these standards accordingly.
- Be assured, as a minimum, the outlined precautions and procedures will be implemented and evident prior to reopening the venue.
- We hope to welcome you back in the very near future.



# Cleaning & Hygiene

- We use recognised cleaning products and antibacterial cleaners as part of our new cleaning protocols.
- We have increased the frequency of cleaning, paying close attention to high contact areas such as door handles, handrails and card readers.
- Hygiene stations with hand sanitisers have been placed around our venues and in the meeting rooms for delegates and attendees to use.
- We actively remind all colleagues and guests to continually practice safe hygiene measures.
- All events staff will be temperature checked prior to arrival.
- For extra safety; any colleagues working in close proximity to one another and our guests must wear personal protective equipment.







# Social distancing

- One-way flow systems and where possible, separate entrances and exits to our venues and spaces.
- Social distancing 2m signage that clearly reminds but doesn't impose on your event.
- Our events team will work with you to prevent congestion on arrival/departure and during refreshment/lunch breaks.
- Revised event layout styles to accommodate social distancing.
- Reduced capacities to comply with the 2m regulations.
- Kitchens and back of house areas adapted to ensure social distancing can be observed by our team.



# Food & Drink

The way we serve food has changed,  
but the great taste hasn't!

- A range of hot and cold food boxes, made on site to order – nutritional and tasty.
- Grab and go market stall; a wide range of choices, pre-packed and individually wrapped.
- Sustainable, recyclable and supports food waste reduction
- Creative food solutions for receptions and dinners.
- Food will be prepared within the kitchen by chefs who are wearing full PPE.
- All refreshments, pastries and cakes will be portioned in individual bags.





# Service

- We will offer a collaborative dialogue with our clients to support in navigating the rapidly changing guidelines.
- Our venue is operating as cashless and we encourage contactless payments wherever possible.
- Anything deemed non-essential in meeting rooms e.g. stationary has been removed, but can still be provided on request, subject to availability.
- Competitive rates and flexible rescheduling terms.
- Dedicated events offering and exclusive use is available.



# Have a question?

if we can assist with any future enquires or you have any further questions regarding the safety of your events please email the sales team on [eventsRAvenues@ravenues.co.uk](mailto:eventsRAvenues@ravenues.co.uk)

Our team would be delighted to have a conversation with you and take you through our procedures in more detail.

*We look forward to welcoming you back in the very near future.*



**RA**  
*venues*