

SAFER EVENTS



kings place EVENTS

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GREEN & FORTUNE

KEEPING YOU SAFE

The document explains the continuing actions we, and our venue partners are taking to keep you and your delegates safe in the venue during the ongoing pandemic.

We are following recommendations from the Government and Public Health England which currently allow for our spaces to be used at full capacity. Mask wearing at the discretion of the organiser, with the exception of the ground floor foyer where masks are required.

Please let us know if you have any further questions.

020 7014 2838
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www.kingsplaceevents.co.uk



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PLANNING YOUR EVENT

If you're not quite ready to venture out, or you'd prefer a tour of our spaces from your home or office, our website offers 360 degree views of our spaces with the option to walk through routes and between rooms. Our sales team are happy to offer a virtual site visit too.

If you are planning to run your event with socially distanced seating please ask the team how this affects the capacity.

We have continued to use our designated 'in' and 'out' access to ensure you and your delegates arrive on-site safely. Lifts are saved for those with mobility issues and the use of the escalator and stairs encouraged.

If you require signage to demarcate areas where delegates will queue such as registration, toilets, cloakroom and catering we can put you in touch with our branding partner who can provide a quote and suggestions for this.

While track and trace is no longer mandatory, we are happy to provide a QR code for the spaces you will be using during your event. We are not required to collect delegate data but recommend that you keep a record of delegate names and contact details for at least 21 days should there be a requirement to trace contact chains.



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CLEANING & OUR TEAM

We have continued with an enhanced cleaning regime including the regular cleaning of all key touch points on an hourly basis.

Hand sanitiser is widely available throughout the venue.

All our teams, whether on service or not, have been trained in revised health and safety procedures, our new

risk assessments, will be wearing the appropriate PPE and have access to hand sanitiser.

We operate sensible shift rotations following government guidelines and a check in system for our staff to ensure that fresh uniforms are worn and any potential illness quickly identified and isolated to avoid exposure in the venue.



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TECHNOLOGY & CATERING

We have been providing clients with filming and streaming services for many years so you can trust that this aspect of your event is in safe, experienced hands. Our streaming package is competitive, enabling you to plan for your desired attendance, whether in person or online.

Our reputation for award-winning production means you can rely on our in-house technology and team to support an increased reliance on virtual meeting attendance.



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We're happy to be serving our full menus again but can provide individually packaged, touch-free meals too. Our short supply chains give us fantastic visibility and confidence in our menus.

Our catering staff wear masks (unless exempt) and have been retrained in health and safety procedures.

Speak to a member of the sales team if you'd like more information on how the catering will be served for your event.



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