

Our commitment to safe events

Venues & Events at the University of Bristol



Welcome back

We welcome the Government announcement that events can recommence and we look forward to welcoming you to our venues. We have been working hard to ensure all our venues provide a productive and safe environment for your meeting, event or celebration. We have produced a flexible commitment to you, reassuring you that our venues can provide a comfortable and welcoming environment for you and your guests to enjoy.

Our commitment is based on advice and guidance from Public Health England and Government Advice.

Updated 1st October 2020



Our venues have been awarded the 'Good to Go' certification as COVID compliant by Visit England.





Preparation

- ✓ Risk assessments to reflect new operational procedures.
- ✓ Training of all event operations and house-keeping staff to ensure safe event delivery.
- ✓ Clearly marked entrance and exit points throughout all venues with one-way systems where necessary.
- ✓ Written guidance sent to customers 14 days prior to event.
- ✓ We will request a list of attendee names and contact details in line with Government Track and Trace guidelines.

Social distancing, cleanliness & hygiene

- ✓ Venue capacities adjusted to meet social distancing guidelines.
- ✓ Dedicated team of cleaning staff on site conducting regular sanitisation.
- ✓ Hand sanitising stations located throughout the venues for your convenience.
- ✓ Disinfectant wipes readily available.
- ✓ Toilet facilities cleaned pre event, every hour during event and post event.
- ✓ All furniture used to be sanitised per meeting. Rooms will be locked prior to your arrival.
- ✓ Windows to be ajar to allow flow of air, doors open prior to arrival to minimise touch points.



Food & drink

- ✓ Option to have lunch in the gardens weather permitting and where available.
- ✓ Individual attendee bottled water provided.
- ✓ Individually wrapped biscuits and pastries.
- ✓ Pre-poured hot beverages served in disposable **vegware**  cups.
- ✓ Lunch served in **vegware**  boxes with disposable cutlery and napkins.
- ✓ Lunch will be delivered to your meeting rooms or allocated break out area.
- ✓ Catering staff to wear PPE and adhere to social distancing guidelines.

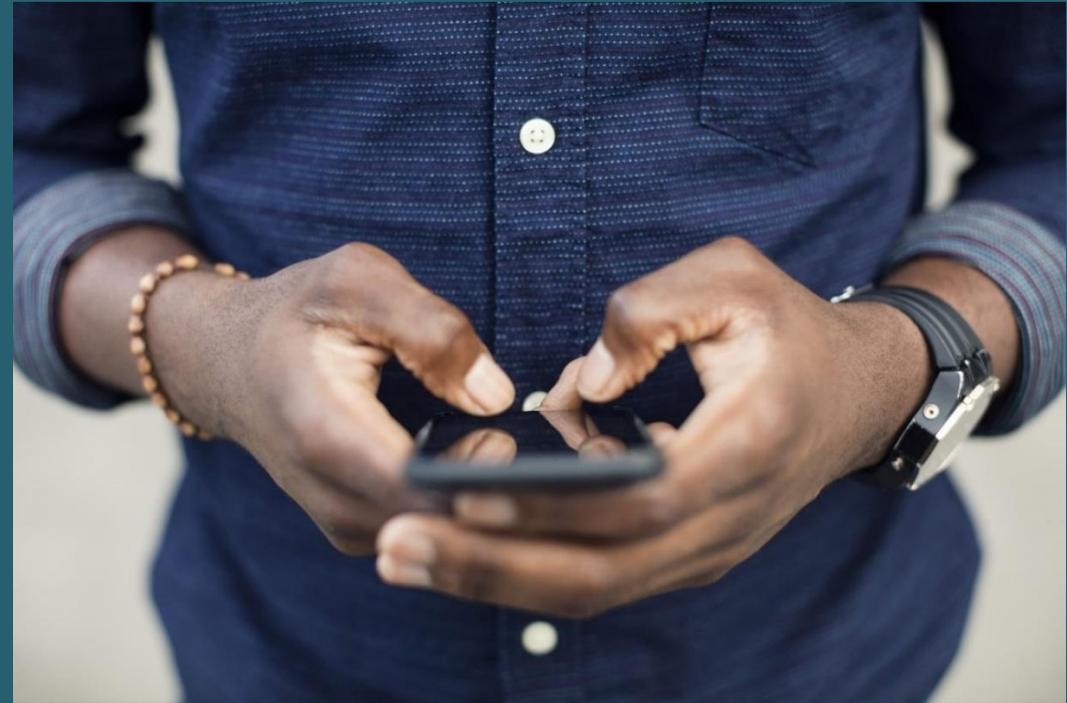


vegware  made from plants using renewable, lower carbon, recycle or reclaimed materials, and designed to be commercially compostable.



Technology & collaboration

- ✓ Audio Visual equipment will receive pre and post event sanitisation.
- ✓ Sanitising wipes provided if more than 1 person needs to use the AV equipment.
- ✓ We ask that you bring your own laptop (if required).
- ✓ Excellent wireless strength – up to 70 Mbps and high-speed wired internet – speeds of up to 1 Gbps.



E V A N S
A U D I O
V I S U A L
S T A G I N G

Working with our long-standing partner Evans Audio Visual, we can offer you the following platforms to enhance your event:

- Hybrid events
- Virtual events
- Live Streaming
- Pre-recorded events



Outdoor Space

- ✓ Opportunity to take refreshment breaks in the gardens or have lunch on the lawn.
- ✓ Relax and take a stroll around the gardens and grounds in one of our many unique outdoor spaces.
- ✓ Our friendly and helpful team will work with you to accommodate elements of your meeting within the gardens (where possible).
- ✓ Options to create a team building element into your event using our extensive portfolio of outdoor spaces (or indoors, the choice is yours).





Service and Contract

- ✓ Our terms and conditions have been updated to include a COVID-19 clause with a fair and transparent cancellation policy.
- ✓ Events that have been postponed in 2020 will be transferred to a new date in 2021.
- ✓ We will honour the price quoted for your 2020 event to a new date in 2021.
- ✓ We take a bespoke approach to each event and ensure our advice is tailored to your requirements.

FAQs

- Can I obtain a floor plan with the routes marked out? Yes, we can email you a copy.
- Will paper and pens be provided? No, we ask that you bring your own to reduce the number of touch points.
- Can I bring my own water bottle/coffee cup? You can bring a pre-filled water bottle, but we cannot refill it.
We need to prefill your coffee cup and ask that you use the **vegware**  cups.
- Can I add a last-minute guest? This should be ok but please do contact your event coordinator ASAP.
- Can I view the venue before I commit to booking? Yes, please contact the team and we can arrange this for you.



Say hi!



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Thank you for taking the time to familiarise yourself with this document. This is a team effort and we are all taking steps to make each event enjoyable, positive and productive.

We truly hope you enjoy your time with us.

