

RICH MIX

COVID-19 POLICY

PRIVATE HIRES

We are so excited to be welcoming you back for private hires at Rich Mix. In order to keep your guests and our staff safe, we are maintaining our social distancing and COVID safety procedures beyond 17 May.

SOCIAL DISTANCING

- We are planning to operate at 1m+ social distancing capacity until 1 Sept 2021
- Capacity of spaces are capped to allow social distancing to be maintained. Please see our rate card for current capacity limits
- Guests cannot be grouped at tables of more than six
- All seating must be assigned, and once set this cannot be changed
- Guests cannot move between tables during the event, e.g. no standing networking
- Please ensure guests follow all one-way routes, floor markings and signage around the building
- Temperature checks will take place when entering the building, and we require all attendees to leave their contact details as part of the NHS Test and Trace system. This data will be held for 21 days in line with our data protection and privacy policy
- Hand sanitiser stations will be provided for all hires, and additional cleaning will be carried out as required

STANDING

For the safety of your guests and our staff, we are only booking seated events for the time being. We can accommodate standing hires for workshop or training activity only.

Standing workshops in The Studio and The Stage have a maximum capacity of 20 (including facilitators and non- Rich Mix staff). Workshops in The Mix and Bar will be agreed on a case by case basis.

Please note: this policy is not exhaustive and sits alongside our wider Rich Mix COVID-secure measures.

Face masks are required in the Rich Mix building and must be worn when less than 2m apart, when engaging with others or with Rich Mix staff, and when moving through public areas.

CATERING

Indoor private dining events such as charity or gala dinners, awards ceremonies, and corporate hospitality are permitted – provided you are:

- A business
- A charitable organisation
- A sporting organisation
- A public body

Seated wedding receptions are also allowed, with a limitation of 30 total guests.

In addition to our social distancing measures, any catered event must adhere to the following COVID-19 safety and legal guidance:

- Tables must be spaced out to ensure 2m social distancing is in place, or 1m social distancing with barriers between tables
- All food and drink must be consumed while seated
- All guests must wear face masks whenever not seated at their table

LIVE STREAMING AND HYBRID EVENTS

To help you reach a wider audience while restrictions are still in place, we have launched brand new Live Streaming Packages, featuring state-of-the-art recording and streaming equipment.

With the help of our in-house digital and technical team, it is now possible for you to not only host your event in person in any of our bespoke spaces, but also to live stream it to guests around the world.

TALK TO US ABOUT YOUR EVENT

We want to make your event a reality: our in-house production and events management team are here to help you navigate event planning in a COVID safe way.

Speak to our Events Team to find out more – email us at events@richmix.org.uk.