

# 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 some COVID safety procedures beyond 19 July.

#### FACE MASKS

We ask that unless exempt, all visitors to the building continue to wear face masks when entering the building, in corridors and moving around spaces unless seated, eating, or drinking.

#### CAPACITIES

- We are operating reduced capacities in all our spaces. Whilst we all adapt to the changes, the majority of events will run at 50% capacity until September 2021.
- We ask all visitors to be aware of each other's personal space and maintain a safe distance when queueing or moving around the building.
- All visitors should please keep 2m distance from Rich Mix team members, or 1m+ if wearing a mask.

#### TEST AND TRACE

We may ask you for the contact details of all attendees in advance, and recommend that you keep a record. If you are asked to share details with us, this data will be held for 21 days in line with our data protection and privacy policy.

#### STANDING

For the safety of your guests and our staff, we are primarily booking seated events for the time being. We can accommodate standing hires on a case-by-case basis.

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

The health and wellbeing of our staff and customers is our number one priority. We are following government best practice as well as guidance from the industry and updating accordingly.

#### CATERING

- Indoor private dining events are now permitted. We are operating at reduced capacity across all spaces.
- We work with multiple catering suppliers that have adapted to and continue to operate COVID-secure catering, with bespoke services that include individual breakfasts, lunch boxes and a variety of seated dinner options. Full details can be provided on request.
- We ask that unless exempt, all guests wear face masks whenever not seated at their table.

#### CLEANING

Hand sanitiser stations will be provided for all hires, and additional cleaning will be carried out as required.

#### LIVE STREAMING AND HYBRID EVENTS

To help you reach a wider audience while limited capacities are 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 one 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](mailto:events@richmix.org.uk).