

THE TERRACE

Managing Your Meetings Safely – 5th October 2021

As managing agents of The Terrace, Ashdown Phillips and Partners has been working hard to implement **temporary** measures in line with the government COVID-19 guidelines.

The Terrace is a spacious venue with the advantage of a large roof terrace. We can facilitate meetings and events with enough space for social distancing and lots of fresh air.

The current situation and guidance is evolving, so we will adapt our approach, measures and policies, as required.

	<p>Opening, Bookings and Cancellations</p> <p>The Terrace is now open and ready to welcome you back.</p> <p>To minimize risk, we may not be physically open and manned unless we have a booking on that day, so please make bookings in advance. Our staff continue to be available to respond to any queries via e-mail or telephone.</p> <p>Cancellations must be sent in writing to reception@theterracewp.com 7 working days' notice or less - 50% room charges payable 48 hours' (2 working days) notice - 75% room charges payable 24 hours' (1 working day) notice or less - 100% room charges payable</p>
	<p>Capacity</p> <p>Government guidelines state that social distancing is no longer a legal requirement in Events venues. We do however understand that this is a personal choice and our team will be able to advise you on the capacities of all rooms with both 1m and 2m+ social distancing so that you are able to select the best fit for you.</p>
	<p>Arriving at 3 Wellington Place</p> <p>All visitors must be pre-booked, so confirmed attendee lists will be required at least 24 hours before the meeting/event.</p> <p>The main doors to the building remain the entrance, where all attendees will need to report to reception which has been fitted with a screen.</p> <p>Please adhere to the following throughout your time in the building:</p> <ul style="list-style-type: none">• Allow time for queuing if it is a busy period• Pay attention to the signage• Do not stay in the reception area longer than required. <p>Where possible please use the 'up only' staircase (A one-way system has been implemented) a limited number of lifts remain open for 1-person travel, where required. Please note, The Terrace is on the 5th floor.</p>

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Arriving at The Terrace

Your will enter through the main reception entrance doors. When we are expecting visitors, we will hold this open to minimise handle contact. We have installed a foot pedal hand sanitizer, immediately inside the main doors. Guests may wear face coverings however they are not enforced. Our staff will wear face coverings in all communal areas.

Please report to reception which has been fitted with a screen and check-in by providing the Reception staff with your name. A track and trace QR code will also be displayed for you to log your arrival. Once you are signed in, please make your way through to your meeting space.

Visitor information will be sent to the meeting/event organiser in advance to share with attendees. This includes emergency procedures. Please adhere to all signage displayed throughout.



Hygiene Measures

Cleaning

The cleaning of The Terrace has always been a priority and of a high standard. The Terrace continued to be cleaned throughout most of lockdown albeit at a lower frequency. As we start welcoming visitors back to The Terrace the cleaning regime will increase especially before and after meetings and with particular attention to touch points throughout the venue.

Staff

Our team have been fully briefed to not attend site or work if they have or any of their household shown any symptoms of COVID-19. They have been supplied with disposable gloves, face masks and antibacterial wipes for their own safety and yours. They will wear the PPE as required and where requested by our clients.

Hygiene Stations

We have set up various hygiene stations throughout the venue to 'catch it, kill it, bin it' you are invited to use these as regularly as you wish.

Air Quality

We have adjusted the system to stop recirculation and utilise maximum fresh air. We will also open The Terrace up as much as possible to provide more fresh air.



Your Meeting / Event

We endeavour to provide the same high standard of service and facilities we always have. Before you arrive, we will set your meeting space in a way to minimise any cross contamination with allowance for social distancing if requested. This will include setting each workstation with a pad, pen, glass, mug, teaspoon and biscuits.

The main breakout area and the roof terrace will be available for breakout and circulation space; if there are multiple bookings that day we will provide times when both can be accessed to ensure no overcrowding or crossover between groups. The refreshment dispensers (hot beverage machine and cold and sparkling water zip tap) will be available to use, but we do ask that you wash or sanitize your hands before and after using the machines. Sanitizer will be available by the machines in the breakout areas and the reception staff will frequently wipe down the buttons with antibacterial wipes.

The toilets are accessible via access control so please collect a pass from reception as required. These passes will be sanitized between each use. The toilets are limited to 2 users at any one time and availability is indicated by a flip red/green sign.

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Catering

Our partners at Catering Yorkshire have been working hard to adapt their menu and the way they work to keep everyone safe. We are delighted that they have developed individual meal boxes using compostable and eco-friendly containers and cutlery. Our team will take delivery using gloves and make them available to all guests. All dietary requirements and allergies can be catered for.

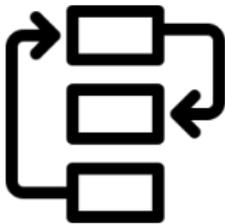
Please ask reception for the latest menu and prices.



Leaving the Terrace

You can exit The Terrace via the Breakout Lounge door or the Reception doors. If possible, please use the 'down only' staircase where you can then follow signs to exit through the back of the building.

Before you leave you must be signed out. Please make the on-site team aware you are leaving.



Procedure for suspected or confirmed COVID-19 cases

We ask that everyone takes responsibility for monitoring their own health. If you or any of your attendees feel unwell or have been in contact with anyone unwell, please do not attend the meeting/event.

If an attendee subsequently falls unwell, please call the team on **0113 353 0400** and we can contact the other organisers or attendees to make them aware. We will arrange a deep clean of the spaces used by the individual and make changes to our staffing if they are required to self-isolate.