

**CITYCO
MANCHESTER**



**EVENT &
MEETING
SPACES**



HOW TO USE OUR EVENT SPACE

COVID -19, Last Updated: January 2022

Your Safety is Our Priority

CityCo and Manchester BID understand that the health, safety and well-being of our staff and our event guests are paramount with Covid-19 in the new world.

We have developed new ways of working based on up-to-date guidance provided by the government and industry bodies.

Fully prepared Risk Assessments have been actioned to comply with hygiene, safety, and social distancing so you can visit in confidence.

We ask you and your guests to demonstrate a respectful approach to each other and the CityCo hosts.

FAO Event Organiser

It is the responsibility of the Event Organiser to communicate the following information to all your attendees before they come to the CityCo premises.

Your Event: What to Expect

Before Arrival

You can find our Covid-19 Protocol & Cancellation Update on our website cityco.com/roomhire

You must confirm the number of people who will be attending the event with the CityCo Event Coordinator as additional numbers on the day will not be allowed due to social distancing capacities.

We recommend that you stagger the times your attendee's arrival times so we do not have a volume of people arriving at the same time.

We also recommend that regular breaks within your time with us to support for any personal hygiene needs.

A pre-screening questionnaire will be provided to the Event Organiser 24 hours prior attending.

Guests are asked not to attend the event if they are displaying any of the Covid-19 symptoms, however mild.

Upon Arrival

There is a one-way system in place with the Lloyd's House building. Entrance at number 22 and Exit number 18.

Upon entering number 22 there are visible floor signage and a hand sanitiser station.

The lift only holds one person. A staircase runs to the 3rd floor.

On your Arrival to the CityCo & Manchester BID Premises

If you require access to the Shipping Room or The Cotton Room, please press the intercom for access. A hand sanitiser station is place.

If there is a queue of people waiting, please keep your distances outside the premises until the CityCo Event Coordinator lets you in.

CityCo display the NHS Covid-19 QR code system for those customers wishing to check in upon arrival.

We do encourage face coverings are worn in the enclosed spaces, communal spaces and when not eating and drinking.

Stocks of disposable face masks are available if required.

We have flexibility within our capacities and layouts in our event rooms to adhere to your social distancing requirements.

Reduced numbers are advisable, to help the reduce the risk of infections

Sanitising wipes, hand sanitiser and gloves are available in your event room for delegates to use. Paper tissues and surface space is also available.

Hand washing facilities and sanitiser stations are available.

We would like to remind all guests that it is their responsibility to regular hand wash and sanitiser their hands while keeping their distances during their time with us.

Where possible we recommend that the window in the rooms is regularly opened to allow fresh air flow.

All areas of the event space have been sanitised and cleaning will continue during the event.

Separate guest rest room facilities are in place will be cleaned regular also.

All stationary will be removed unless requested.

Our sanitiser AV kit can be used on the day. This must be agreed prior the event. We do have microphone covers for each individual if required.

Our catering service is available to pre book.

Your Event Coordinator will refresh the guidelines to your guests on the day.

Information will be made availability to our attendees with other access requirements, including those with visual and hearing impairments.

Stay Safe and Enjoy