



The
GOLDSMITHS'
Centre

CREATIVITY | CRAFTSMANSHIP | COMMUNITY



HOSTING A SAFE EVENT WITH US

EMAIL: events@goldsmiths-centre.org

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goldsmiths-centre.org/venue-hire



THE LANDSCAPE OF MEETINGS AND EVENTS IS CHANGING...



How events look and are delivered is going to be very different to what we are used to. We are now all masters of meeting virtually. This is a wonderful, brave new world for everyone but what do we do when there is a need to get in the same room?

Here at the Goldsmiths' Centre we have been working around the clock to ensure that you and your guests can confidently use our slick, design-led spaces whilst keeping safe.

Every precaution has been taken to deliver best practice on health and safety, physical distancing, and food and beverage in the current situation.

Our guide to deliver events in our venue will take you through the journey, step-by-step, for you and your guests to continue to enjoy events at the Goldsmiths' Centre.

~Your Events Team

Contact our events team at events@goldsmiths-centre.org or call 020 7566 7699 for more information.

HOW DO WE KEEP YOU AND YOUR GUESTS SAFE?

Safe in the knowledge that we have appointed a COVID-19 Response Coordinator for our venue who has been integral in the re-mobilisation of our building.

Our onsite commercial workshops, home to jewellers and silversmiths, have been operational since mid-May 2020. The primary role of our Coordinator is to train the team and implement health and safety procedures in our building in accordance to public health guidelines.

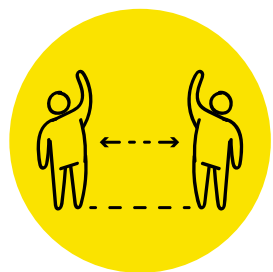
With this in mind, you can be assured that every step has been put in place to **minimise risk and maximise confidence.**

THESE ARE THE STEPS THAT HAVE BEEN TAKEN FOR YOU AND YOUR GUESTS:



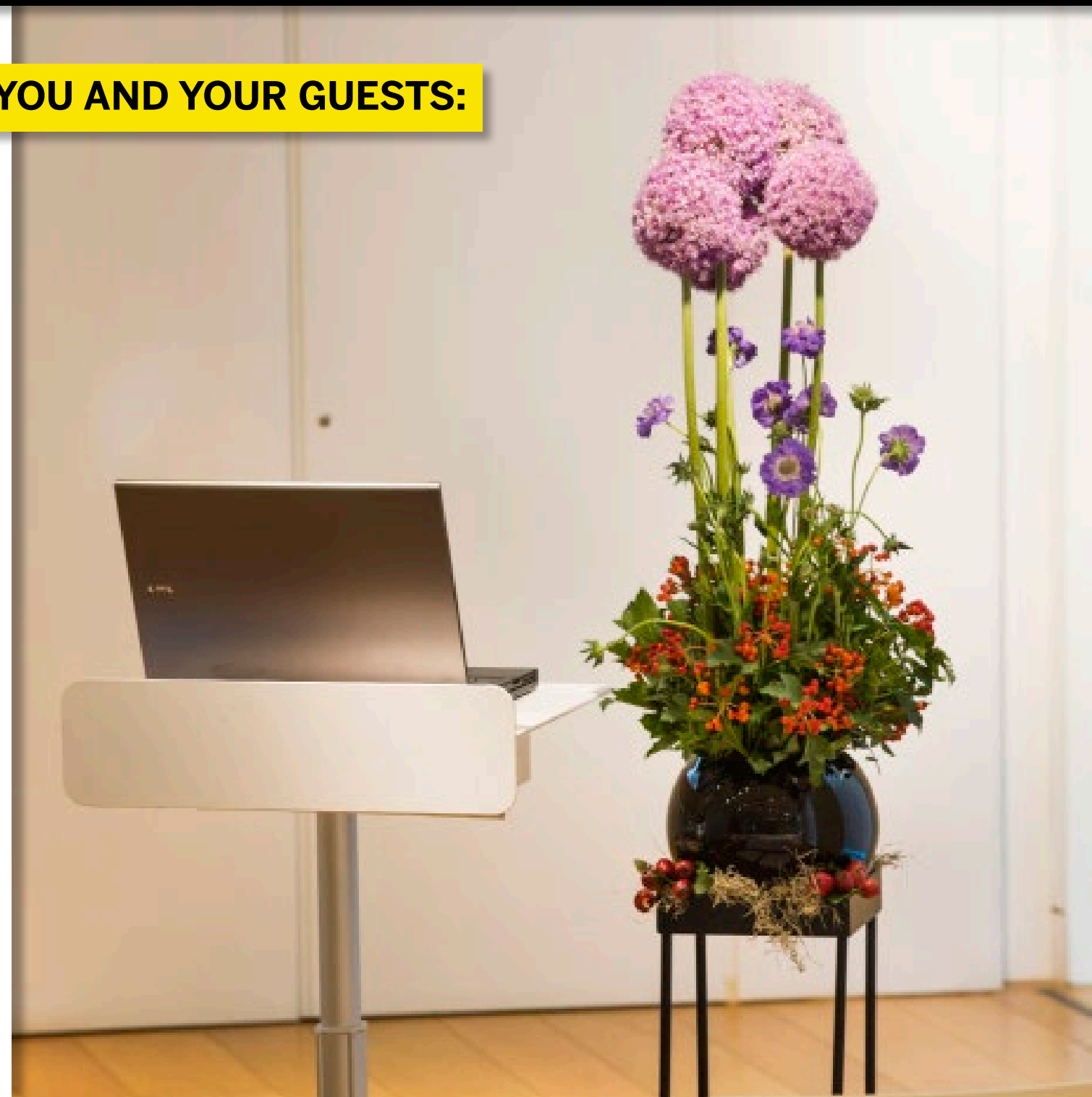
NEW RULES

All guests and visitors will be alerted when entering the venue of the 'new norm' at the Goldsmiths' Centre with positive, practical and prominent signage and announcements, ranging from one-way systems, potential wait times, sanitising stations or temperature checks.



GREAT TO SEE YOU - BUT FROM A PHYSICAL DISTANCE

Throughout the venue, the current physical distancing measures have been implemented, with floor makings and signage to remind and guide guests safely to their destination.





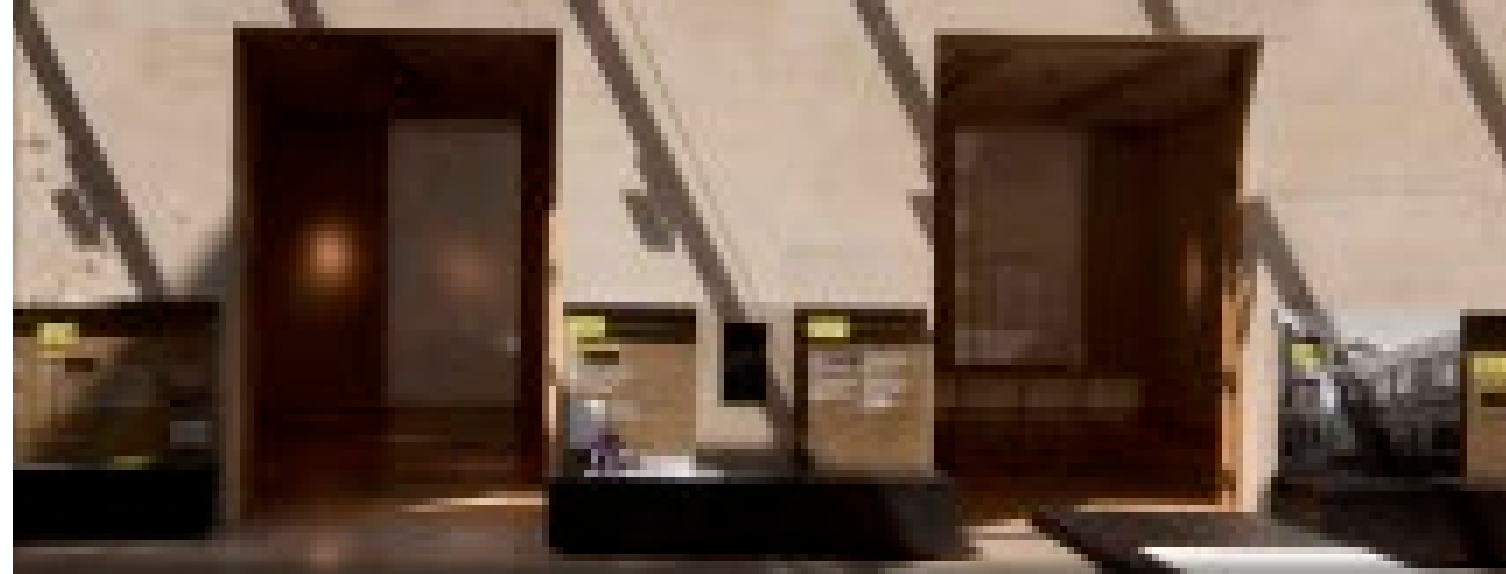
I JUST NEED SOME SPACE!

All of our spaces have been redesigned with every guest's safety in mind. New capacities for various setups, when guests can file in and out of the spaces alongside one-way systems have been implemented to enable guest to keep at a safe distance from one another throughout the event.



SAFETY FIRST

Face masks/coverings need to be worn in public areas at all times (and meeting spaces, if required by law). Masks & gloves (PPE) will be available for guests that don't have it with them, but it is encouraged that they bring their own. Our team will also be supplied with PPE to wear while assisting guests, whether that be to help with A.V. or just to deliver a lovely cuppa.



YOUR TEMPERATURE IS TOO HIGH!

We hope this isn't the case, however, temperature screening using 'no touch' thermometers will be in place on arrival for all event guests.

Should a guest have cycled/walked a distance to the Goldsmiths' Centre, it is suggested a small 'cool down' period is taken to regulate their temperature before entering the venue.

Guests who have experienced any of the following symptoms – high temperature; continuous cough or loss/change to sense of smell/ taste in the past 14 days – should not come to the venue.

Should a guest's temperature reading be 38 degrees Celsius or more they unfortunately will not gain entry to the venue.



MAKE SURE YOUR HANDS ARE CLEAN

We have plenty of designated, fully visible sanitising stations for guests on arrival and throughout public and event spaces. Clear signage is also in each public toilet to remind guests of the 20-second rule!

Rest assured we also have rigorous cleaning schedules in place to ensure that high traffic areas such as door handles, washrooms, catering stations and A.V. tech are cleaned before, during and after each event that takes place.

We ensure all our events spaces are supplied with appropriate cleaning products that include sanitising wipes, sprays and paper towels for guests to use whenever they wish.



OUR CATERING IS SAME, SAME BUT DIFFERENT

All catering is to be pre-ordered (as always for an event) however, this is where the similarity ends.

*We have ensured that there is a separate space for catering to be delivered to for every event. You can be assured **every step has been taken to minimise risk**, from individually wrapped utensils, bottled refreshments, and additional cleaning schedules completed by the team whilst wearing the correct PPE.*



WE'RE GOOD TO GO!

***"We're Good To Go"** is the official UK mark to signal that a tourism and hospitality business has worked hard to follow Government and industry COVID-19 guidelines and has a process in place to maintain cleanliness and aid social distancing.*

WHAT WILL MY DAY AT THE GOLDSMITHS' CENTRE LOOK LIKE?

The nuts and bolts of your event remain the same: enter the venue, deliver your event, exit the venue.

However, our system for keeping everyone safe impacts on how your event will appear.

We have put together a step-by-step guide of what your time spent with us is likely to look like, and although not an event, as we have previously known it, **our aim is for every guest to leave us having a positive experience.**

1

YOURS AND YOUR GUESTS' RESPONSIBILITIES

"We're all in this together" describes the essential role to play in allowing events to take place safely at the Goldsmiths' Centre. Because COVID-19 is highly contagious, everyone – organisers, guests and the team – must play their part.

We all have a duty of care for ourselves and others when in social environments. We ask that all our health and safety guidelines are adhered to whether the Events team is present or not when holding your event at the Centre.

2

ARRIVAL

You (the organiser(s)) will be welcomed by a member of the team at a specified arrival time. The team member will take your temperature, then ask you to sign a health declaration with contact details (email address and telephone number) for tracing. You will then be shown to the space at a distance and safely.

*You will need to allow additional time for this. Although it shouldn't take long, **please allow an additional 2 minutes per organiser, just in case.***



3

FIRE SAFETY

The Events team member will run through the fire safety procedures with you (the organiser(s)) for the day. Please allow 2 minutes for this.

4

HEALTH & SAFETY

The Events team member will explain to the organiser(s) how the space is set up and how guests enter/move around the space (adhering to the one-way system) which includes staggered comfort and catering breaks and how to exit the space.

This shouldn't take longer than 10 minutes, however please allow 15 minutes for any additional information that may be needed.

5

A.V. CHECK

An A.V. technician will assist you with the setup, run through how A.V. works and how it is handled/cleaned throughout the day should it be used by multiple guests. Depending on your A.V. requirements, please allow 10 minutes for this. Should you require a more detailed A.V. setup, please be aware that there will be more time allocated for this.

6

REGISTRATION

Guests will be welcomed by an Events team member at a specified arrival time. We suggest that the organiser staggers this and splits the arrival time into two/three groups, guest numbers dependent.

A temperature check will take place for guests at the entrance of the building. They will then be asked to sign a health declaration with their contact details (email address and telephone number) for tracing and then shown to the space at a distance and safely.

We ask that the organiser allows additional time for this. Although it shouldn't take long we ask you, allow an additional 2 minutes per guest, just in case.

Guests are then guided to their seat where they will wait for the whole group to arrive. Please allow additional time should your guests need name badges or additional registration etc. To note, there will be coat rails at the back of the space, physically distanced and in abundance.

7

ANNOUNCEMENT

The Events team member will address the group to highlight health and safety guidelines, which will include how guests enter/move around the space (adhering to the one-way system), staggered comfort and catering breaks, and how to exit the space.

*This should not take longer than 5 minutes, however **please allow 10 minutes** for any additional information that may need to be relayed.*

8

CATERING & REFRESHMENTS

An Events team member will be present to guide your guests to a separate space to pick up catering and refreshments. Your guests will also be guided back to their seats in the event space where they can enjoy their food and drink. This is the case for all your catering and refreshment breaks.

*Each break is likely to take longer than the organiser usually accounts for. **Please allow an additional 15 minutes** to your usual timings.*

9

COMFORT BREAKS

Event-specific toilets will be allocated to your event space to ensure that only event organisers and their guests will be using them. A member of our team will be available during breaks to help assist with physical distancing.

How's, what's and where's associated with the use of these facilities will be outlined to you and your guests from the team through the announcement at the start of the day.

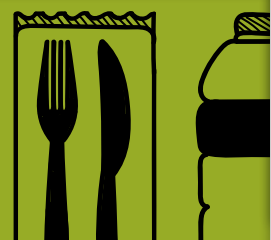
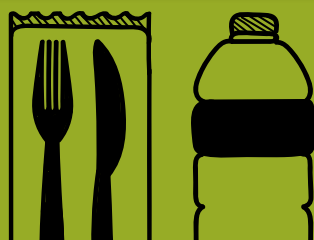
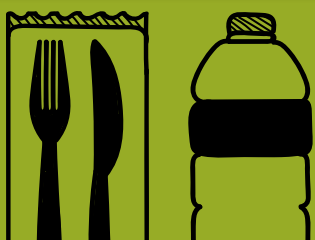
EVENT STARTS - OVER TO YOU!

10

EVENT ENDS

The Events team member will arrive at your space to ensure that you and your guests depart from the venue safely – and happy!

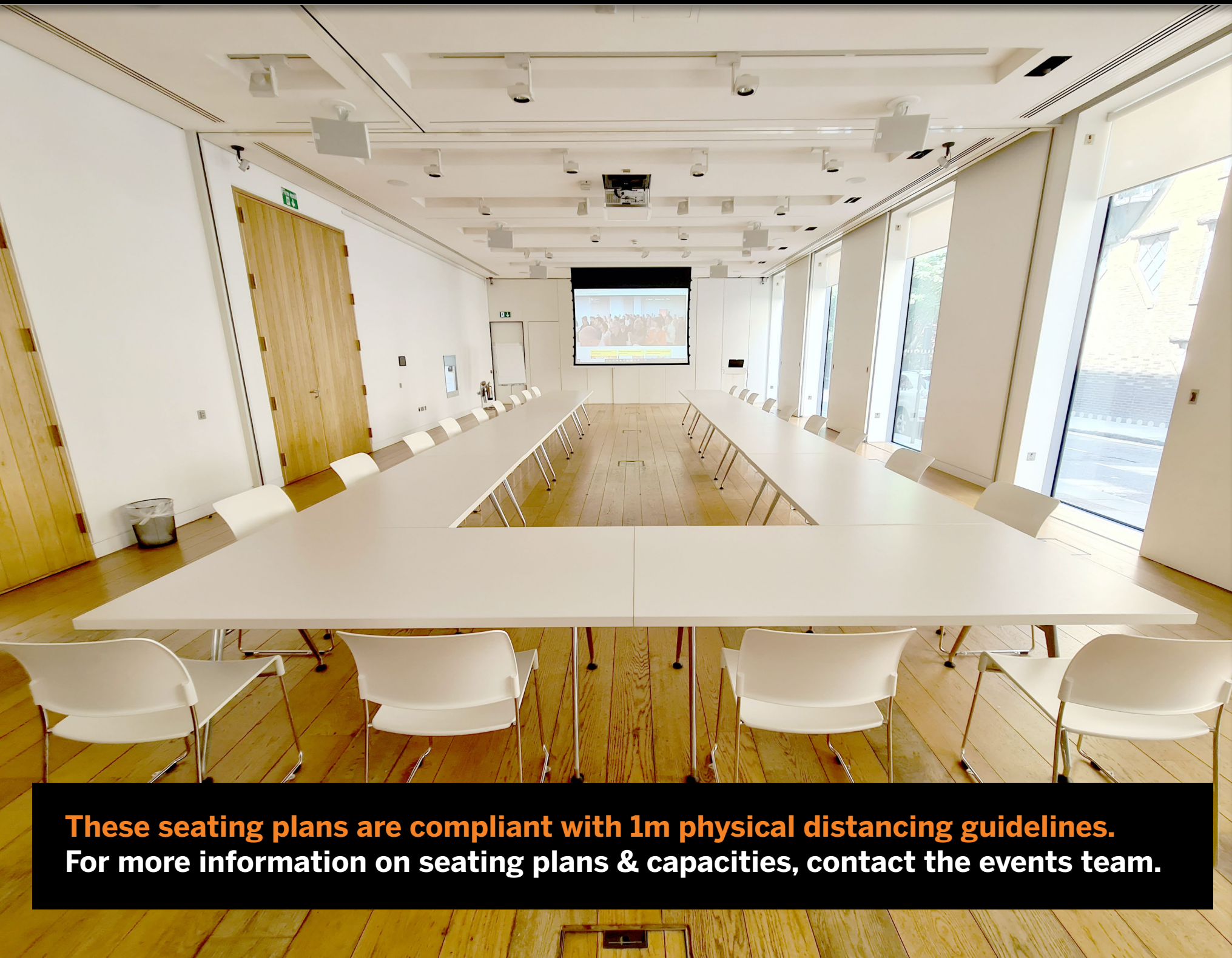
We welcome external guests to use our commercial spaces at the Goldsmiths' Centre for their event. Although seating and capacities are scaled down, we are certain that the clean lines and minimalist design throughout our venue offer the sense of safety and space for you and your guests to enjoy.



WHICH SPACES ARE **AVAILABLE?** EXHIBITION ROOM

The Exhibition Room is our largest entertainment space and ideal for boardroom meetings for up to 30 guests whilst still being physically distanced.

With adaptable lighting, a built-in PA system and state-of-the-art projectors, this space is a white canvas for you and your guests to get creative and express ideas. Located on the ground floor, a huge benefit of this space is that **guests can adopt a “no-touch journey” to their seat - what a treat!**



SEATING PLANS & CAPACITIES

- Theatre – 30
- U-Shape/ Boardroom – 22
- Cabaret – 24 (3 per table)
- Classroom – 24

FEATURES

- 2x Integrated Ceiling Projectors
- 2x Drop Down Screens
- 5x Microphones with Surround Sound P.A. System
- Free Wi-Fi
- Natural Daylight and Blackout Options
- Flexible Lighting Options Throughout

These seating plans are compliant with 1m physical distancing guidelines.
For more information on seating plans & capacities, contact the events team.

**For more information,
contact our events team:**

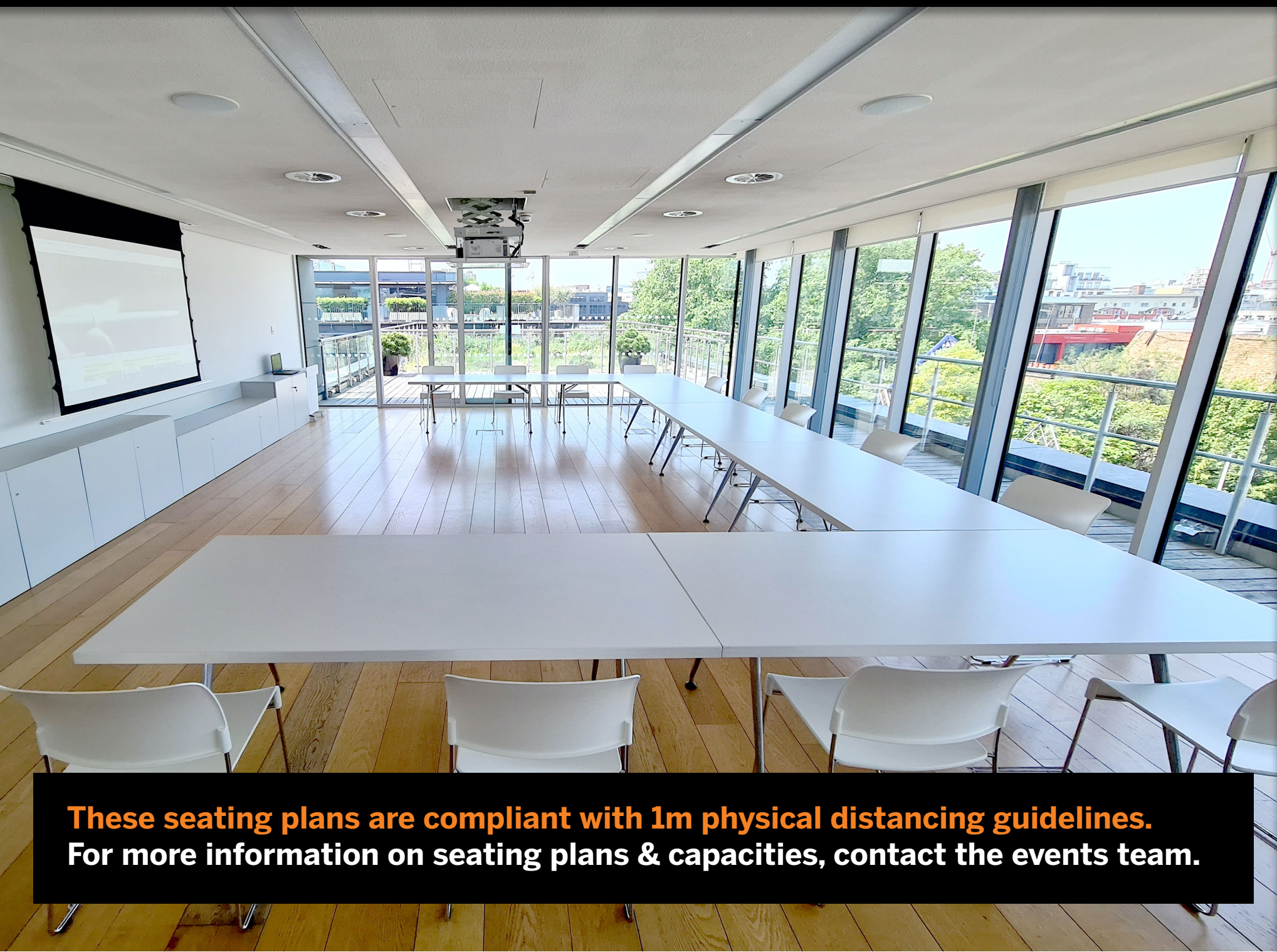
EMAIL: events@goldsmiths-centre.org
TELEPHONE: 020 7566 7699

WHICH SPACES ARE **AVAILABLE?**

AGAS HARDING CONFERENCE ROOM

Our Agas Harding Conference Room, located on the 4th floor, is our most exclusive space with access to a private rooftop terrace and breathtaking views across the London skyline.

With floor to ceiling windows, this space is perfectly suited to that all-important board meeting, that needs not only a room but **a space with high impact, for up to 28 guests to enjoy – physically distanced.**



SEATING PLANS & CAPACITIES

- Theatre – 28
- U-shape – 13
- Boardroom – 14
- Cabaret – 12

FEATURES

- Integrated Ceiling Projector
- Surround Sound
- Free Wi-Fi
- Dimmer Lighting
- Natural Daylight
- Anti-Glare Blinds
- Outdoor Terrace

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