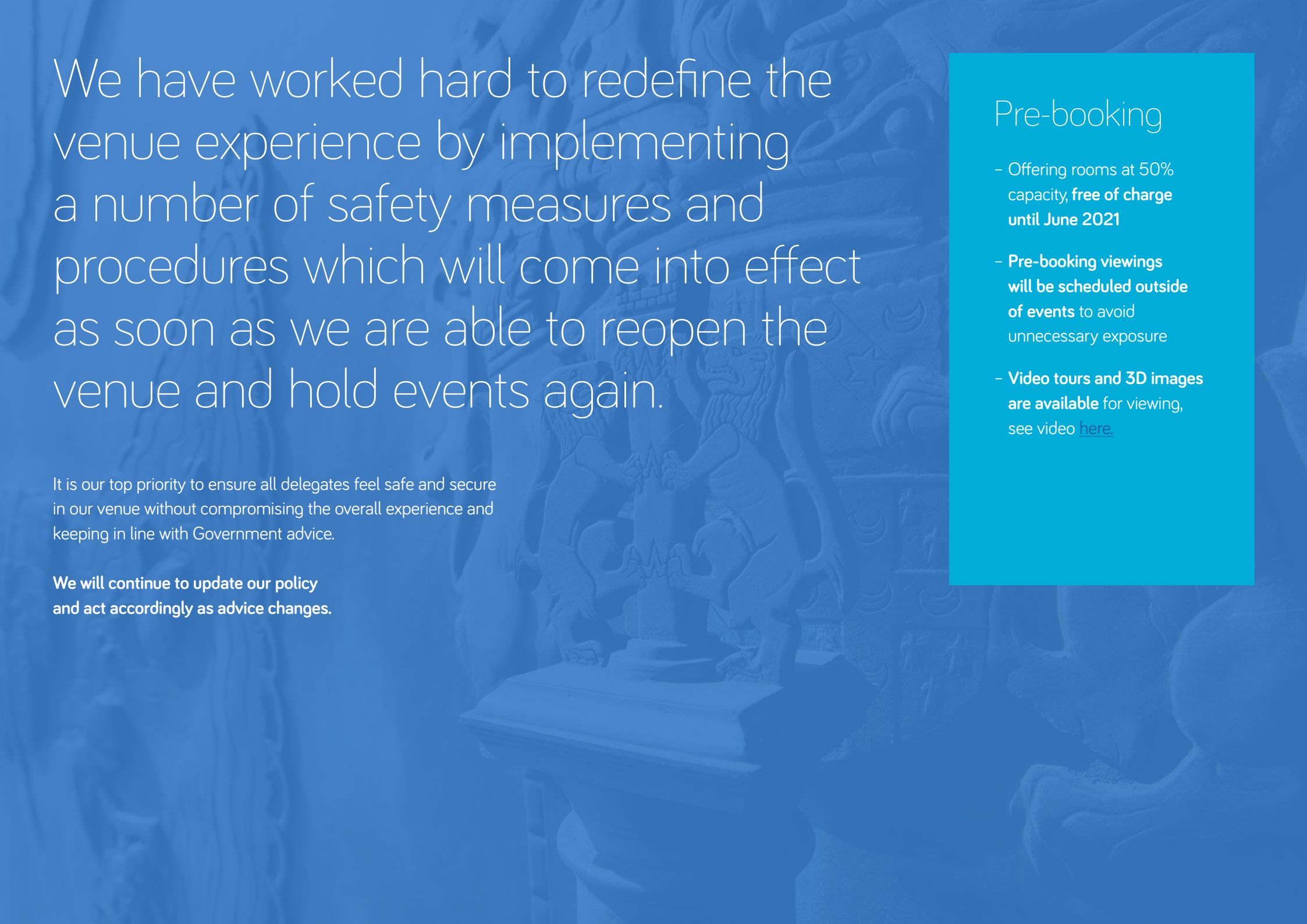


The Royal Institute of British Architects Venue Hire **Response** to **Coronavirus**

Guidelines as of July 2020.



We have worked hard to redefine the venue experience by implementing a number of safety measures and procedures which will come into effect as soon as we are able to reopen the venue and hold events again.

It is our top priority to ensure all delegates feel safe and secure in our venue without compromising the overall experience and keeping in line with Government advice.

We will continue to update our policy and act accordingly as advice changes.

Pre-booking

- Offering rooms at 50% capacity, **free of charge until June 2021**
- **Pre-booking viewings will be scheduled outside of events** to avoid unnecessary exposure
- **Video tours and 3D images are available** for viewing, see video [here](#).

Registration and arrival

- We will be **advising all clients to operate an online registration** prior to their event to avoid overcrowding on arrival
- **Temperature checks will take place on arrival for all guests** into RIBA at 66 Portland Place. Anyone with a temperature higher than 38.0°C will be asked to step outside for 10 minutes before taking their temperature again. Should a guest not pass the 2nd test they will not be permitted into the venue
- RIBA will have a **designated arrival and exit point** which will be communicated to the client in advance
- **Hand gel station** available on arrival
- Free-standing **sneeze screens available** for registration desks
- **Cloakroom facilities will be closed** until June 2021, all guests will be able to keep their belongings with them to reduce cross contamination
- **Collapsible bike storage available** for Jarvis Hall and the Florence Hall events only
- RIBA at 66 Portland Place **recommends all guests visiting the venue wear face masks**, in accordance with government advice

Temperature checks for all guests

Hand gel station available

Face masks recommended for all guests

Designated arrival and exit points

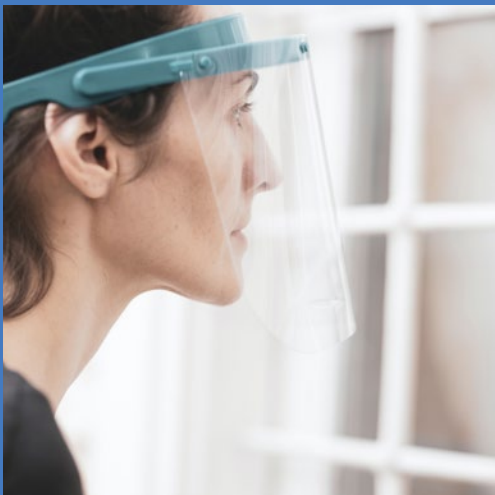
Venue adaptations for physical distancing

- **Clear floor and wall signage** to assist with physical distancing
- **Lift only available for those with mobility needs** (please note, our largest event spaces, the Jarvis Hall is situated in the basement, one floor down from the entrance and the Florence Hall is on the first floor, up one flight of stairs)
- We will **encourage all rooms to have windows/doors opened** to help with air flow
- Our room layouts will be guided by the Government on **physical distancing policies of the current 1m rule**



Highly trained staff and adaptations

- **All staff are fully trained** on our revised health, safety and physical distancing policies
- All staff working at an event will be **supplied with Personal Protective Equipment (PPE)** and sanitiser stations
- **“RIBA Covid19 officials”** will be placed around the building supporting our physical distancing policies
- **Staff rotas will be in place** to avoid unnecessary team exposure and ensure the building is not overcrowded



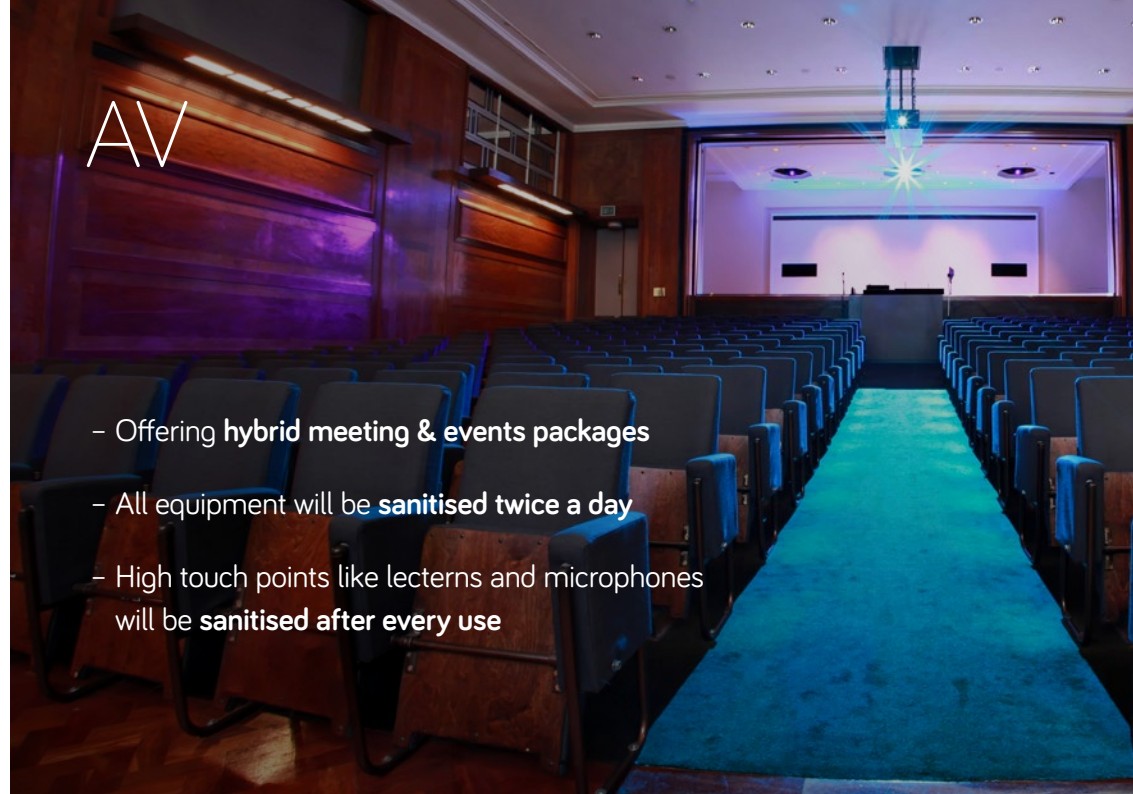
Enhanced Cleaning

- Sanitiser stations located around the building
- High touch points like handrails, door handles and lift panels will be **disinfected every hour**
- **All restrooms will have attendants during events** to carry out on-going cleaning and disinfecting work
- Tables and chairs to be **disinfected before events and during the day** when delegates break for lunch



AV

- Offering **hybrid meeting & events packages**
- All equipment will be **sanitised twice a day**
- High touch points like lecterns and microphones will be **sanitised after every use**



Food

- Pre-packaged 'grab & go' coffee break snacks
- **Bento box food** offers to replace buffets



All of our above mentioned Covid19 response measures are led by the Government's policies and recommendations around physical distancing.

Want to know more?

Get in touch:

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Accreditation:



An assurance of excellence in
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