

SAFE EVENTS

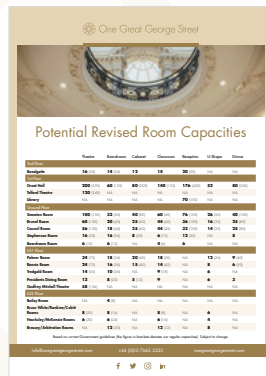
Guidelines & Information

At One Great George Street, your safety and well-being is our top priority. We have made several changes to our venue & enacted new procedures to ensure your welfare while attending our venue; in line with current Government & NHS guidelines. Guaranteeing your comfort and safety, along with that of your delegates is our top priority. Our dedicated team members are here to assist you every step of the way.

New Capacities

We have revised our capacities, in line with social distancing recommendations. Our team will be happy to discuss your individual needs, based on the type of event you wish to hold.

Our revised capacities can be viewed in this document.



Room	Theatre	Boardroom	Cabaret	Classroom	Reception	U-Shape	Dinner
2nd Floor							
Bazalgette	16 (30)	14 (26)	12	14	20 (30)	NA	NA
1st Floor							
Great Hall	200 (350)	60 (120)	80 (208)	140 (135)	176 (400)	52	80 (260)
Telford Theatre	120 (240)	NA	NA	NA	NA	NA	NA
Library	NA	NA	NA	NA	70 (150)	NA	NA
Ground Floor							
Smeaton Room	100 (150)	32 (60)	40 (80)	60 (60)	76 (150)	26 (50)	40 (100)
Brunel Room	60 (100)	20 (40)	25 (60)	44 (45)	36 (100)	16 (32)	25 (80)
Council Room	56 (100)	18 (40)	25 (60)	44 (45)	32 (100)	14 (32)	25 (80)
Stephenson Room	16 (30)	16 (26)	8 (30)	6 (12)	12 (30)	NA	8
Boardroom Room	6 (15)	6 (12)	NA	4 (6)	6	NA	NA



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Boardroom Room	6 (15)	6 (12)	NA	4 (6)	6	NA	NA

Based on current Government guidelines (the figure in brackets denotes our regular capacities). Subject to change.

Virtual Event Packages

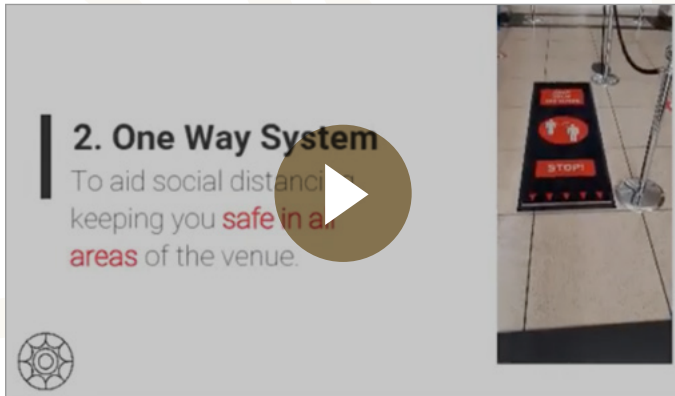
Virtual & hybrid events are becoming increasingly popular. Our venue boasts top-spec streaming and audio-visual equipment for seamless play-back, and an in-house AV team to take care of the technical aspects of your event.

View our packages in this document.



Entering One Great George Street

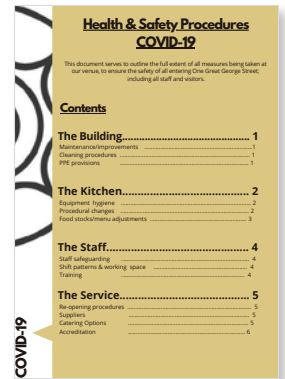
Upon entering the building several procedures are in place including social distancing floor markers, a one-way system, hand sanitizer stations and PPE provisions. Full measures in the following video:



Cleaning Procedures

We are conducting regular deep cleans, along with increased frequency cleaning of high-touch areas.

Full measures found in this document.



NHS Track & Trace App

One Great George Street are complying with UK Government advice to support the NHS Test & Trace programme by keeping temporary records of customers and visitors for 21 days, in order to provide data if needed and help contain clusters or outbreaks.

We will implement the app that uses a QR code for all staff, clients and members coming into One Great George Street to register their details on, as condition of entry to the building.

All data will be held and passed on strictly in accordance with GDPR regulations.

New Catering Provisions

According to your preference, catering provisions can be touch-free. We are offering a selection of meals based on a set menu, (alternatively you can customise your meal) with all items and cutlery individually packaged in a grab bag for your convenience.

View the options in this document.





 One Great George Street