



**No. 42 Covid-19 policy for venue hire - last updated March 2021**

As we all navigate our way through the challenges Covid-19 has presented, No. 42 is carefully following government guidelines to keep you and our team safe.

Rest assured – any event bookers that must cancel their event due to latest government restrictions relating to Covid-19 will be allowed to do so and will receive a full refund of their deposit if unable to book a new date.

This policy should be read in conjunction with our venue hire terms & conditions.

**Cancellation Policy**

The Client may cancel the booking by giving GFF notice in writing. In the event of a cancellation due to government restrictions put in place due to Covid-19 (meaning that the event cannot legally take place), all monies paid to GFF by way of deposit will be reimbursed.

If the Client wishes to cancel a booking, for any reason other than government Covid-19 restrictions, notice must be given to GFF in writing. In the event of such a cancellation, the Client will forfeit their deposit. Charges detailed above will be invoiced to the Client and must be paid within seven calendar days.

Cancellation by GFF: In the unlikely event that the booking is unable to go ahead for reasons beyond our control, we reserve the right to cancel the booking with immediate notice. All monies paid to GFF by way of deposit will be reimbursed. GFF will not be liable for any circumstantial loss or enter into negotiations on matters outside of the above.

Permitted venues can hire out function and event spaces for essential work, education and training purposes, where these events cannot reasonably be conducted from home. We have amended our maximum capacities in the grid below in line with Covid-19 guidance and social distancing measures.

Lay out	Normally	Layout	During pandemic
Reception	60	Standing (and maximum)	30
Banqueting	50	Banqueting	N/A
Theatre	50	Theatre	20
Boardroom	28	Boardroom	12
Classroom	24	Classroom	12
U-shape	18	U-shape	8
Cabaret	36	Cabaret	15

Meetings for work, training or education purposes should not take place unless the event cannot be delayed, where it cannot reasonably be conducted from home, and if social distancing can be maintained and the venue can demonstrate it has followed COVID-19 guidance.



#### Current Events that can take place:

No. 42 is available to hire for essential work, education and training purposes, where these events cannot reasonably be conducted from home. However, we cannot take bookings for conferences, exhibitions, trade shows, private dining events or banquets. Social distancing measures must be maintained.

At No. 42 we take great pride in maintaining the highest levels of hygiene and cleanliness. In light of Covid-19 we have introduced a number of additional measures to ensure a safe and clean environment.

- ✓ We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- ✓ We have cleaning, hand washing and hygiene procedures in place, in line with government guidance
- ✓ We have taken all reasonable steps to maintain a 2m distance in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to manage transmission risk
- ✓ Our venue is professionally cleaned before and after every booking
- ✓ We provide hand sanitiser and have a forehead thermometer available for you to use
- ✓ All staff have been trained on all new Covid-19 measures and wear face coverings
- ✓ Venue viewings are welcome and can be arranged via video call

#### Future events

We are always on hand to help with any enquiries for future events that you are planning. These events must be within the parameters of the roadmap set out by the government.

If you would like to speak to a member of our team about hosting an event, email [bookings@gff.co.uk](mailto:bookings@gff.co.uk) or call +44 (0) 207 403 0214 – we can help with any questions.