



# Guidance to Help Keep your Event Covid-19 safe

We strongly advise keeping numbers well below the hall's capacity of 80 seated and 100 standing. The more people you have the more critical it is that you follow these guidelines.

## Planning your event

1. Seated events are safer as they reduce people moving around.
2. Avoid pinch points. If you are running a bar, consider table service or BYO (you could charge a corkage or run a raffle to make up the loss of bar revenue)
3. In the cooler months with windows and maybe doors open the room temperature will be lower than normal and you may want to advise people to wear an extra layer.
4. Encourage masks in crowded areas or around vulnerable people.

**Ventilation** Keeping the air refreshed reduces the amount of viruses in the air.

1. **Windows and doors** will need to be **opened** at least some of the time. If needed you can turn the heating on using the controls in the entrance hall.  
NB Opening windows or doors on opposite walls is most effective. If it is windy the air refreshes in minutes. Calm days take longer.
2. We have a **CO2 monitor** in the hall so you can see when the air quality lowers (when CO2 level rises above above 800ppm and the light turns orange) and more windows and/or doors need to be opened to refresh the air. If the level rises above 1200ppm and the light turns red you should take immediate action. Please assign someone to keep an eye on it. Instructions are in the hall.
3. **Ventilation system** This should be turned on and is particularly useful to minimise the need to open doors and windows in cold weather. The controls are in the big blue cleaners/electrical services cupboard. Instructions are in the hall.
4. **After your event, open** doors and windows into the hall to refresh the air for the next users. Ideally to below 500ppm.
5. **Ensure all windows and doors are closed before you leave.**

## Cleaning

1. Everyone should use the **handsanitiser** provided as they enter.
2. Use the **sanitiser spray** provided to clean touch points after your hire.

We will have the right to close the hall if there are safety concerns relating to COVID-19, in which case you would get a full refund on any monies paid. We can not take responsibility for any other costs you may incur.

# CO2 Monitor

Above is a CO2 monitor. This measures how fresh and therefore indicates how covid safe the air is. If the light is....

**Green:** Good air quality. Less than 800ppm of CO2.

**Orange:** We recommend you open windows and if possible doors for a bit to bring in some more fresh air. Ensure ventilation system is on (in the Electrical Services cupboard)

**Red:** Poor air quality. More than 1200ppm CO2. Open doors and windows until light returns to green.

- **Opening windows or doors on opposite walls is most effective. If it is windy the air refreshes in minutes. Calm days take longer.**
- **Turn on the ventilation system. Controls in the Electrical Services Cupboard.**
- **If needed you can turn the heating on by pressing the relevant boost button on the heating controls in the entrance hall.**
- **After your hire, open doors to bring the CO2 level to below 500ppm for the safety of the next hirer.**
- **Please don't turn the CO2 monitor off and ensure windows are closed when you leave.**

# Ventilation

# Controls Inside

During the cooler months we recommend you turn on the ventilation system at the start of your hire to minimise the need to keep windows and doors open.

***Please please don't forget to turn it off when you leave.***

## **Ventilation System Instructions**

Top Slider: On/Off

Middle Slider: Leave on

Bottom Slider: Put on as high a setting as possible,  
but is noisy so may need a lower setting.

***Please please turn off when you leave***