

## Our Commitment to Safe Events

At OUEV we have a wealth of experience in hosting safe, successful, and enjoyable events.

This commitment details the steps we have in place to provide you with the confidence to book, plan and attend events at our venues now and in the future.

At the heart of this is communication and collaboration between us as the venue, and you, as the event organiser and we thank you for your cooperation.





## Space to feel safe

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- ✓ Our venues are operating at maximum capacity but if you have less attendees than this, we will set up to provide everyone with additional personal space
- ✓ Dependent on space and layout required, we are pleased to offer 1m and 2m capacities to enable more formal physical distancing where preferred
- ✓ We ask that everyone respects one another's personal space and preferences regarding social contact



## Cleanliness & hygiene

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- ✓ Hand sanitising stations are located throughout the venues for your safety and convenience
- ✓ Venues are thoroughly cleaned between and during events
- ✓ Our spacious and airy venues are naturally ventilated via open windows and doors where appropriate





# Protecting yourself & others

- ✓ As per government guidance, face coverings are mandatory within our venues unless you are exempt, eating, drinking, performing, or presenting
- ✓ We support NHS Test & Trace and request that all attendees check in using the QR codes provided
- ✓ Please take a lateral flow test before attending an event at our venues for everyone's peace of mind
- ✓ We strongly recommend that external event organisers utilise the NHS Covid Pass, and in line with government guidance, this is mandatory for events with over 500 unseated attendees
- ✓ Please do not attend our venues if you have symptoms, have tested positive for, or are self-isolating due to Covid



- ✓ Our team are regularly trained to ensure they can confidently support event organisers in hosting a safe and successful event
- ✓ Our terms and conditions of venue hire continue to allow for situations arising as a result of the pandemic that lie outside of the control of the venue or the event organiser
- ✓ Venue risk assessments are regularly updated to ensure the highest possible standards of health and safety are maintained and you must provide a detailed event risk assessment to us in advance
- ✓ If there are any additional safety measures you would like in place we will be happy to help facilitate these



# Greater possibilities & better experiences

- ✓ We take a bespoke approach to each event providing our guidance and expertise to ensure event organisers requirements are fully met
- ✓ Our trusted AV partner can provide a range of services to support hybrid and virtual events ensuring everyone is part of the event regardless of their location
- ✓ Our portfolio of venues can be used in conjunction with one another to increase capacity or provide a change of scene throughout the day
- ✓ We love to collaborate with other University and College venues so talk to us about what is possible!

## Say hello

The information in this guide is accurate as of 10 December 2021.

If you would like to find out more, simply get in contact and we will be happy to help and welcome you to our venues to have a look around.

Email: [venueenquiries@admin.ox.ac.uk](mailto:venueenquiries@admin.ox.ac.uk)

Website: [www.venues.ox.ac.uk](http://www.venues.ox.ac.uk)

Social Media: @oxunivenues

