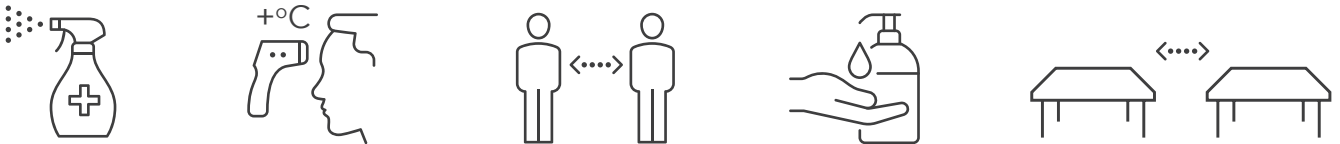


## Our 'safe meetings at Sopwell' promise

We have engaged with health and safety specialists and governing bodies within the hospitality industry to bring you our new guest journey.

Over the past few months, the team here have been working hard behind the scenes to create an environment for our guests and our employees that is safe and socially distanced, whilst maintaining our luxury offering, warm friendly service, fantastic team spirit and individual endeavour for genuine hospitality.



### Hygiene

- All visitors and guests to the hotel will be temperature checked on arrival. Anyone with a high temperature or any symptoms of COVID-19 will not be allowed entry to the hotel in order to safeguard our guests and staff.
- All event space is sanitised and disinfected with electrostatic spray machines 30 minutes prior to the meeting start. High use / touch areas including tables and chairs and any AV equipment will have additional sanitation.
- Sanitising stations will be available in all entrances and in high traffic areas throughout the hotel and event spaces. Visual reminders will be in place to encourage frequent hand washing using soap and water.
- Guest bedrooms will be completely sanitised after each stay with an electrostatic spray machine and additional cleaning for high contact surfaces. Every room will include a complimentary in-room care pack containing anti-bacterial wipes and hand gel for safety and comfort.
- A dedicated team will be in place to look after any larger groups and events and they will specialise in the safety and wellbeing of these guests.

### Safe Distancing

- Reasonable steps will be taken to enforce safe distancing amongst guests and staff with appropriate signage and markings for assistance.
- The team have revised the way they work, to minimise our interaction with delegates and guests during the event, without taking anything away from our standard level of service.
- Creative meeting set ups and bespoke food and drink service that adhere to regulations and guidelines are in place for all meetings.
- Control measures such as screens, barriers and personal protective equipment will be put in place where social distancing is not practical.
- Capacity in all areas of the hotel and event spaces will be limited to enable a safe environment.

## Flexibility

- We will provide flexible pricing, spacing options and contract terms to help support clients with their event needs.

## Why Sopwell House?

We know guests will be expecting a higher level of cleanliness and health and safety than ever before and so we have dedicated time and resources to ensure we provide a safe and socially responsible environment. With well trained and conscientious staff that are here to support the comfort and safety of everyone, event planners and attendees can continue to meet business objectives or simply enjoy their events with complete peace of mind.

## Safe Capacities (50%) - From 17th May onwards

	Cabaret	Theatre	Boardroom
St Albans Suite	90	190	55
Offa / Boudicca	45	90	27
Breakspear / Bacon / Ulsinus	30	50	20
Mountbatten	25	50	20
Patricia Alice	17	25	22
Patricia / Alice	NA/NA	12/12	6/6
Victoria Louis	40	70	25
Victoria	30	55	25
Louis	N/A	12	6
Verulam	N/A	10	4
Boardroom	-	-	7
Pamela	-	-	7
Edwina	-	-	7
Juliana Lee	-	-	10

Information correct at time of publication. Subject to change in accordance with government guidelines - 26 / 02 / 2021

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SOPWELL  
HOUSE