



**JAPAN HOUSE**



**LONDON**

# **Venue Hire Guidelines**

## **November 2021**

# Corporate Events at Japan House London

It is of paramount importance to Japan House London that our clients and their guests are able to have a safe and enjoyable experience at our venue.

Following a comprehensive COVID-19 risk assessment created in line with UK Government guidelines, we have put in place a number of safety measures for the protection of our guests and staff.

Japan House London has been recognised as safe to open by the National Tourist Organisations of Great Britain and Northern Ireland with their COVID-19 Industry Standard certificate, 'We're Good to Go'.

This document outlines the measures we are taking to deliver events in a safe manner, while protecting guests and staff.

These guidelines are based on current UK Government guidance and are therefore subject to change.



# Japan House London Safety Measures

## Cleaning & Hygiene Services

Maintaining a clean environment is crucial for infection control. A frequent and thorough cleaning schedule has been put in place throughout the venue, with particular attention paid to surface areas, which may be regularly touched.

## Hand Sanitizer

Hand sanitizer is available for guests on entry and exit from Japan House London as well as in other relevant areas within the venue.

## Face Coverings

To protect our guests, our Visitor Experience Assistants and The Shop staff are wearing Japanese face coverings. In line with UK Government guidelines, guests (aged 11 and over) are encouraged to wear a face covering at all times when visiting Japan House London or while attending an event at the venue.

## NHS Test and Trace

In collaboration with the government, Japan House delivers workplace testing using Lateral Flow testing, with the aim to improve the detection of positive cases, so that our staff can isolate themselves and prevent the spread of Covid-19. The testing programme will support the delivery of rapid testing – testing large numbers of people in a short period of time, with test results made available quickly, so that asymptomatic staff can be identified and isolated, breaking the chain of transmission.

## Hybrid Events

As it is necessary to scale down the events delivered at Japan House in order to comply with current social distancing guidance, we are pleased to offer our clients AV-equipped spaces that will allow connectivity between guests across various locations. Enquire with us today to find out more about our AV solutions.

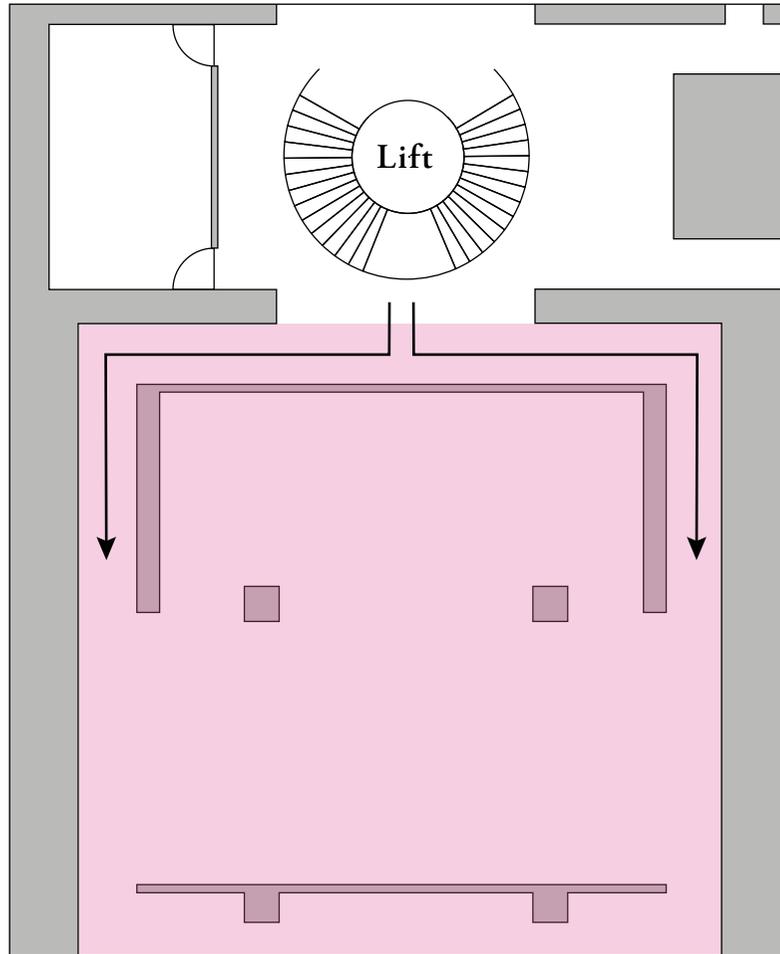
## Catering & Suppliers

Staff are required to wear face coverings. Catering staff will be trained and familiar with the venue, and will operate in accordance with UK Government guidelines. Caterers and other suppliers will be asked to produce specific risk-assessments for each event.

## Set-ups — Hall & Lobby

\*Please note that we are currently operating at 75% capacity for events

98 PAX



## Set-ups — Library

\*Please note that we are currently operating at 75% capacity for events

9 PAX

