



# No.11 Cavendish Square – a Covid-19-secure venue

Exceptional classic and modern spaces



Matthew Tolchard  
Head of Commerce

Dear valued clients and delegates,

At No.11 Cavendish Square, we are focused on caring for the health, security and wellbeing of our visitors and employees during these challenging times. We are closely monitoring Covid-19 developments and will continue to evolve our operation to meet or exceed all guidance. Being able to meet people in person is important and we look forward to welcoming you back to do this in the safest environment possible.



## Show rounds

Show rounds are available by prior arrangement only. The building can be viewed in 3D [here](#).

## Event information

### ARRIVAL AND WELCOME

Your allocated event manager will be onsite to meet you on arrival (please confirm your arrival time).

Arrival times will be confirmed and staggered for each event.

All clients and delegates will arrive via The King's Fund entrance on Deans Mews.

To comply with social distancing requirements, a separate exit will be in use and your event manager will explain these arrangements on the day.

### DURING YOUR EVENT

Directional signage that enables social distancing has been installed throughout the venue.

We advise no lanyards or badges for guests to minimise the risk of infection.

Organiser and guests to supply own masks/personal protective equipment (PPE).

Hand sanitisers are available throughout the building.

Track-and-trace guidelines require event organisers to provide a copy of attendees and their contact details to their allocated event manager. This information will be retained for 21 days and then deleted. Event organisers should also maintain their own files as track-and-trace employees would also contact them.



MAXIMUM  
OCCUPANCY  
OF 2 PEOPLE



PLEASE USE THE FLOOR MARKERS AS  
GUIDANCE FOR SOCIAL DISTANCING

PLEASE WAIT  
HERE



An assurance of excellence in  
business meetings and events  
Service. Safety. Health. Responsibility.

#### CLEANLINESS AND DELEGATE SAFETY

MIA-secure accreditation.

At The King's Fund, event managers, reception staff, catering staff and porters have received Covid-19 training from a health and safety professional with a health care background.

All rooms will be cleaned at end of each meeting (unless requested otherwise).

Toilet attendants will be on site throughout the day.

There will be increased cleaning of all high contact surfaces.

We would recommend all guests to retain the same seat throughout the event.

Equipment will be cleaned after each use.

If any guest is feeling unwell they will be advised to go home.

#### CATERING

Meal breaks will be staggered to avoid contact with delegates from other meetings.

Touch-free food offering, with bento boxes used to deliver individual meal portions.

Catering staff will serve all food and beverages to prevent any cross-contamination.

Catering staff will wear appropriate PPE to protect staff and delegates.

Catering operations are audited and accredited by Navitas, an independent health and safety consultancy.

Our catering team is led by a Covid-19 security champion.

#### FACILITIES AND LOGISTICS

Fresh air ventilation is provided in all rooms to reduce potential viral load.

Room capacities have been reduced by approximately 75 per cent to meet 1 metre+ distancing and will be kept under review to meet recommended guidelines.

Deliveries of event materials must be made at least one whole business working day (Mon–Fri) before the event.

Event organisers should collect/pack meeting material for return to their office on the same day, as we are currently unable to offer any storage facilities. Couriers can collect items until 8.30pm.

Pads and pencils will be provided on request only.

Tablecloths will not be used.

Unmanned cloakrooms are located adjacent to each theatre. Coat trees will be available in small meeting rooms.

Toilets are located on each floor. Delegates will be asked to use the toilets on the same floor as their meeting room.

If you would like to discuss our Covid-19-secure framework in more detail or would like to enquire about a future booking please email your allocated event manager or [venue@11cavendishsq.com](mailto:venue@11cavendishsq.com) alternatively call 020 7307 2474.

We look forward to welcoming you to No.11 Cavendish Square.



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No.11 Cavendish Square is run by KEHF Limited, a wholly owned trading subsidiary of The King's Fund.  
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[www.11cavendishsq.com](http://www.11cavendishsq.com)