



ODEON
EVENTS

WE WILL SAFEGUARD AGAINST COVID 19 THROUGH



SANITIZATION CONTROLS

VENUE CONTROLS

AUDITORIUM CONTROLS

COMMUNICATION CONTROLS



INCREASED SANITIZATION PROTOCOLS

High frequency of cleaning and sanitization throughout the cinema with a focus on high touch point areas.



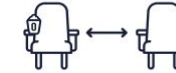
ONLINE REGISTRATION AND TICKETS

Client registration to be checked visually, contact free. A great chance for you to explore the online technology now available through our Event Supplier – Sparq.



AUDITORIUM CONTROL

Capacity restrictions will be introduced to adhere to social distancing guidelines.



CLIENT COMMUNICATIONS

Information about sanitising and social distancing measures will be visible to clients.



SANITIZATION STATIONS

sanitization products (gels, wipes) will be available to guests and team throughout the cinema at allocated stations.



QUEUE MANAGEMENT

Floor markings and team support will ensure clear distancing guidelines for guests.



SEATING CONTROL

Same household groups will be allowed to sit together with seat spaces unoccupied between groups. Fear not, we have floor plans of each cinema!



OUR TEAM

Our team will have PPE suited for the various tasks. Including Masks, Screens and gloves where appropriate training on Social Distancing, sanitization and new processes will be delivered to all colleagues.



STAGGERED EVENT SCHEDULES

We will work with you to stagger the arrival, break and departure times. This is to ensure we can manage queues and clients waiting times efficiently



CONTACTLESS AND CARD PAYMENT

We will continue to take pre-orders of food and beverage, however, should you or your guests need to purchase any of these on site we are using contactless payment methods.



SANITIZATION CONTROLS

SANITIZATION STATIONS

sanitization products (gels, wipes) will be available to guests and team throughout the cinema at allocated stations.



INCREASED SANITIZATION PROTOCOLS

High frequency of cleaning and sanitization throughout the cinema with a focus on high touch point areas.



What we will do

- *Sanitization stations will be available for clients to use within the venues. The number of stations will depend on the square footage of the cinema.*
- *45 minutes will be scheduled before and after any event to sterilize all of the high contact points such as seats, armrests and door handles.*
- *High contact areas such as door handles and sinks will be sterilized by a member of staff every 15 minutes.*

What we need our Client to do

- *Event organisers take full responsibility for ensuring their team are following social distancing guidelines and practicing good hand hygiene.*
- *Event organisers to encourage delegates to make use of sanitization Stations*
- *At least one accredited event organiser from the contracted company must be present on site and work alongside our cinema event hosts. They will be required to also oversee the event and ensure delegates are complying with all areas of safeguarding.*

VENUE CONTROLS

ONLINE REGISTRATION AND TICKETS

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QUEUE MANAGEMENT

Floor markings and team support will ensure clear distancing guidelines for guests.



STAGGERED EVENT SCHEDULES

We will work with you to stagger the arrival, break and departure times. This is to ensure we can manage queues and clients waiting times efficiently



What we will do

- *One member of venue staff will be allocated for every 100 attendees to ensure social distancing. If alcohol is served then one member of venue staff will be allocated for every 50 guests.*
- *Social distancing floor markings will be visible.*
- *We recommend that lifts are only used for those who need them for accessibility.*
- *For now we will not be tendering any new suppliers. We work with some of the best in the industry and can put you in touch with them directly to explore relevant options for your event.*

What we need our Client to do

- *Mobile check in, event registration, attendee badging and staggered entry are all encouraged. This is to avoid all queues outside and inside of the venue. Our accredited event supplier Sparq has some 'tech savvy' seamless options that we can discuss further with you.*
- *We ask that all attendees are checked in and registered and any last minute changes on the day are recorded. Should we need to access a guest list this would need to be available.*
- *To maximise your attendance and ensure your guests feel safe travelling we ask that your start and end times are scheduled outside of rush hour.*

AUDITORIUM CONTROLS

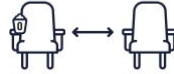
SEATING CONTROL

Client groups already in close contact will be allowed to sit together with seat spaces unoccupied between groups.



AUDITORIUM CONTROL

Capacity restrictions will be introduced to adhere to social distancing guidelines.



What we will do

- *We will be following the guidance from the Government with regards to seating and social distancing on site.*
- *We will work closely with you to ensure we can create floor plans and ticketing systems for your events.*
- *Subject to the screen allocated and number of guests, we can explore unallocated seating managed by our event hosts.*

What we need our Client to do

- *Client to provide a floor plan and guest numbers at least 48 hours prior to the event.*
- *Our priority is to keep all guests safe on site. Delegates are required to adhere to safety measures and social distancing on site. The directions/guidelines in place from cinemas hosts must be followed at anytime.*

COMMUNICATION CONTROLS

CLIENT COMMUNICATIONS

Information about sanitising and social distancing measures will be visible to clients.

OUR TEAM

Our team will have PPE suited for the various tasks. Including masks, screens and gloves where appropriate training on Social Distancing, sanitization and new processes will be delivered to all colleagues.

STAGGERED EVENT SCHEDULES

We will continue to take pre-orders of food and Beverage. However, should you or your guests need to purchase any of these on site we are recommending contactless payment methods



What we will do

- *Our ODEON Events website has a safeguarding web page available for your clients to see prior to their visit.*
- *The correct level of PPE for our staff members will be in place, aligned to Government guidelines. The PPE will vary depending on the role that the cinema host will be doing that day.*
- *We have a great selection of pre-packaged food that can be ordered ahead of the event. Should purchases need to be made on the day, the £45 contactless method is available in cinemas.*

What we need our Client to do

- *Any setup must be agreed 14 days prior to the event and schedules for loading 7 days before the event. This is to avoid crowding in the loading bay and public area.*
- *Should our clients wish to provide PPE for their clients then we are happy for you to do so. ODEON will not be providing PPE for delegates unless the government make this mandatory.*

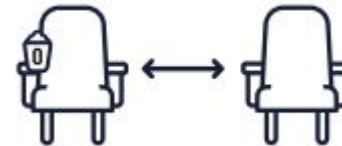
What does this mean for Conferences, Events and Private Screenings?

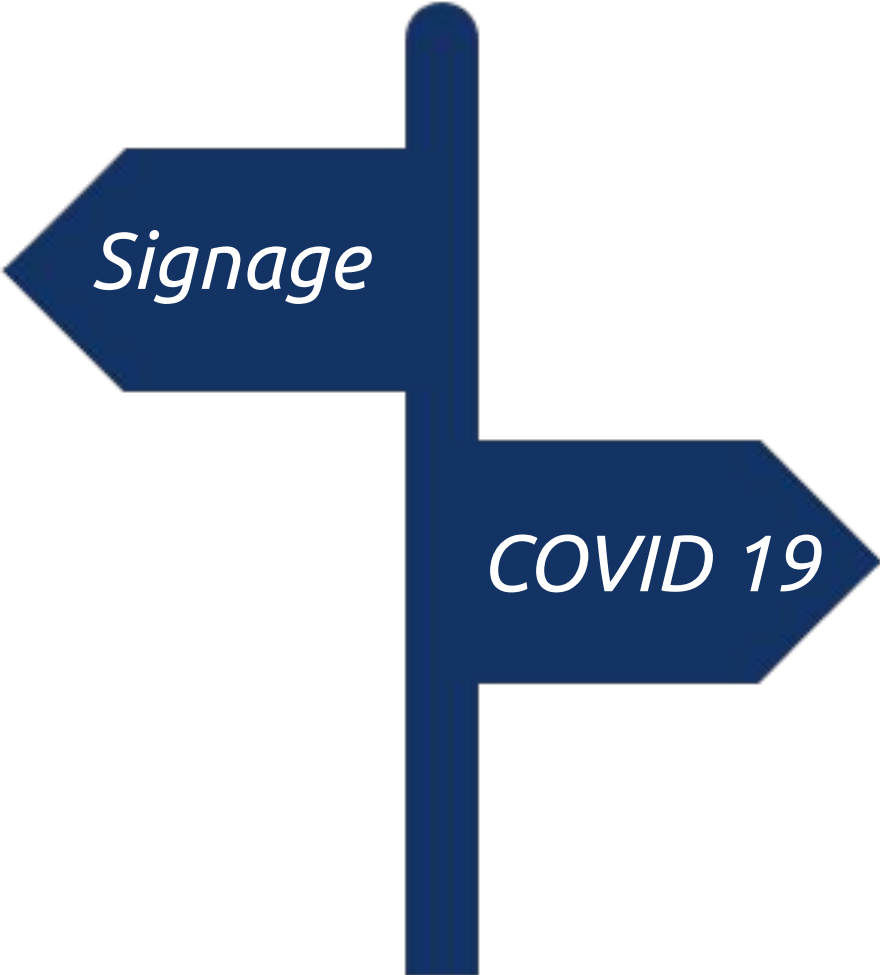
It means that you can be confident about booking your next event!

We have put measures in place to ensure you are in the safest (& sanitized) hands.

We are asking clients to make some changes too.

Together, lets create a safe and successful event.

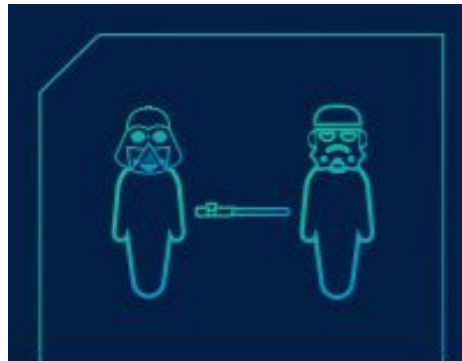




CINEMA SIGNAGE



Please enter
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Please queue here
and observe
social distancing



Please enter
here



FLOOR STICKERS

