

User Information

From 5th October 2020 The Tomlinson Centre has been approved as a Covid Secure venue and able to take room bookings and offer hospitality. However, we have implemented significant changes and therefore ask you review the details below carefully. Thank you.

When Booking	Attendee capacities	Due to social distancing measures there are new limits on the number of attendees per session. Please refer to the room capacities table
	Staggered Starts, Breaks and Finish times	We're asking all customers to be more flexible around accepting adjustments to start and finish times to avoid crowding. These will be spread over a slightly shorter day to accommodate this. e.g. 8.40am - 3.40pm / 9.00am - 4.00pm / 9.20am - 4.20pm. Half days are to run for no more than 3.5 hours
	Room Set Ups	There are fewer options to limit the moving of furniture and allow for cleaning between sessions in the same set up. We ask customers to be more flexible with the set ups available
	Additional space	To help customers run their sessions effectively and limit the number of groups in the building at any one time we will offer an additional space, up to the size of the room booked at no extra charge to facilitate this. Please talk to staff when you book
	Standard Room Equipment	Equipment in rooms has been reduced to a projector or screen, flip-chart stand with paper (no markers), so trainers will need to bringing their own equipment, or customers will now have to book a laptop pack (includes laptop, mouse, clicker, and power lead which will be sanitised and bagged) for a cost of £15. A pack of flipchart markers will be available for £2.50
Pre-event notifications	Equipment	Please notify trainers of the changes to standard equipment in rooms above
	Arriving early	Both attendees and the trainer will have an arrival window. The trainer to arrive 25 minutes before, and attendees from 15 minutes before the session start
	Sending us your register	All attendee lists with contact numbers or e-mail to be sent by mid-day one working day before the session for track and trace purposes
	Room Set-Up	Please ensure we can provide the set up you require when booking the space.
	Trainer or host message to attendees	<ul style="list-style-type: none"> - if you show symptomatic signs then to let your trainer know and do not attend - do bring your face mask for when transiting around the building - you will need to arrive promptly, 15 minutes before your training start, a map is enclosed - there will be no cash accepted in the cafe and orders for lunch will be taken and paid for by card in advance - to avoid groups mixing, break times will be agreed in advance - if any attendees have any mobility issues they must let this be known prior to the event start

Arriving at The Tomlinson centre	Trainer arrival	Trainers to arrive 25 minutes early and can collect any additional equipment ordered through the Premises Officer on the 3rd Floor. If they do not have a mask, masks will be available to purchase.
	Room Set-Up	Do not change the room layout, as these have already been agreed with Health & Safety. There will be a clear 2m at the front of the room for the trainer. For other uses this will need to have been discussed when booking the space
	Delegates arrival	<ul style="list-style-type: none"> - a member of the catering team will visit to take lunch orders, - track and trace contact details will have been provided by whoever booked and so attendees are checked in without having to complete additional forms - delegates not on a list will be asked to wait until others have been checked in. They will be asked to send details via e-mail and this will be need to be forwarded to the customer to approve. If the customer is not available they will be asked to complete a signed declaration confirming that attendance has been authorised and agree to accept course costs. - any pre-ordered hospitality for the start of day will have been set up
Moving around the building	Social distancing	Can attendees adhere to this requirement when in transit around the building, not to congregate, give way where space is limited and wear face coverings
	One-way	Suites with 2 doors will use a one-way system in and out
	Use of lift	Lift only for use by those with mobility issues and only one person at a time
Sanitisation Points	In lobby, cafe and all rooms	Please use sanitation points whenever moving into and out of different spaces. The cafe will have a new dedicated auto-flow hand wash basin for customer use.
At Session Start	Fire Alarms	<ul style="list-style-type: none"> - Trainers will have been notified if any fire alarm test are scheduled - If the fire alarm sounds, then leave by your nearest exit. Preservation of life over-rides the need for social distancing
	Use of other facilities	Only leave the room during the training session if absolutely necessary. Gents can use the disabled toilet on the 3rd Floor. There will be limits place on the number of people that can use a multiple toilet facility at the same time.
Break Times	Staggered	These have to be scheduled with other bookings at the centre, so please adhere to the time window given, and drinks will be served either to the room or from a station in the cafe area
At end of session	At end of session	Trainer to ring down to reception when the session is due to end at a different time to that given
	Exiting	Trainer to hold group until a member of the Tomlinson staff informs them the staircase is clear to exit

Thank you for your compliance with these new arrangements. Please contact our admin team at info@thetomlinsoncentre.co.uk to make a booking