



BMA HOUSE  
LONDON

# BMA House 'COVID-19 conscious' procedures 2021-22

# BMA House & COVID-19

## Book your event with confidence

BMA House has been accredited by Visit Britain and the MIA as a 'COVID-19 conscious' venue

We have decided to remain a 'COVID-19 conscious' venue for the foreseeable future, which means we will be allowing extra space in our rooms, encouraging breaks outside and fresh air whenever possible, extra ventilation, encouraging face-coverings to be worn in meetings and enforcing face-coverings to be worn around all communal areas, and additional precautions to keep guests and staff safe such as track and trace, temperature checks and vaccine passports/proof of negative tests where applicable.



# Protecting your delegates against COVID-19

**As restrictions ease and the virtual world, as we have known it, starts to return to a 'new normal', we are looking forward to opening our doors to our stunning London venue for events once again.**

We want to assure you that at BMA House we are here to protect, support and ensure your event is a success despite the challenges we face.

We have created a guide to show you just how we plan to do that in more detail.

Please note these may be subject to change based on the current climate and you will be notified immediately of any changes.



# Pre-event procedures

## The initial booking process

### Site visits

- We have a fantastic 3D tour available that will allow us to do a virtual site visit
- If you would like to come to the venue please adhere to social distancing and limit the number of guests coming in
- Face coverings will be compulsory for both the Planner and client unless medically exempt
- Specific toilets and hand sanitising points are available for those attending site visits
- Cleaning will take place before and after site visits
- Lifts are available for anyone with access requirements and can accommodate one person and/or carer
- All guests will be required to check-in by scanning the official NHS QR code poster with the NHS-COVID-19 contact tracing app, and all delegate names provided in advance



# Pre-event procedures

## The initial booking process

### Venue flexibility

- We have two stunning outside spaces for hire – the Courtyard and the Garden which we encourage delegates to use during breaks
- We offer virtual and hybrid packages to help reduce the number of delegates in the building
- We can offer amended COVID-19 friendly catering
- We have video conferencing available in a majority of rooms
- We have 22 event spaces ranging in all sizes so we can spread events across a number of areas, or, if necessary we can upgrade you to a larger, more ventilated room
- We have lapel microphones to avoid sharing handheld microphones, however if you wish to use handheld microphones, wipes can be provided



# Pre-event procedures

## The contracting and booking journey

### Terms and conditions

- We have amended our terms and conditions with clauses that enable flexibility, including compliance between both the venue and the client in light of the COVID-19 crisis
- We may need to impose maximum limits on guest numbers
- BMA House are operating events with social distancing at 2m where possible then 1m if not possible
- We may need to impose additional precautions such as maximum limits on guest numbers to keep to our 'COVID-19 conscious' capacities (around half capacities) and additional restrictions around catering service and use of PPE to ensure we are keeping staff and guests as safe as possible
- If the event cannot take place due to COVID-19 we will look to reschedule your event in the first instance and if required, we can look at cancelling and returning deposits
- If we cannot accommodate your event numbers we may need to offer a scaled back version of your event



# Pre-event procedures

## The contracting and booking journey

### Our people

- The team are taking a flexible approach with bookings and will happily help you with any questions or concerns you have, and work with you to host a safe event with which you are happy
- We have amended terms and conditions with clauses that enable flexibility around COVID-19. This includes compliance between both the venue and clients in light of the COVID-19 crisis
- If you don't feel comfortable attending a site visit in person, or if this isn't possible, we can offer a virtual tour online
- In some instances we can upgrade you to larger rooms if required
- We have used our time wisely to undertake lots of training on how we can best support clients in our and post-COVID-19



# Pre-event procedures

## The planning journey

### Risk assessments

- We will undertake specific risk assessments for every event
- BMA House can provide all clients with a copy of our COVID-19 risk assessment
- We will work with our clients to identify any potential risks and how we can effectively reduce these together
- Clients must provide delegate lists in advance for health and safety and security reasons

### Additional breakout rooms for conferences

- If you require breakout rooms, we will allocate the closest rooms possible with ventilation
- We will apply social distancing rules to breakout rooms as well
- We can look at video conferencing between meeting rooms to minimise movement around the venue if necessary





# Entry to BMA House

## The measures we have in place to protect you and your delegates

### Upon arrival at the venue

- All delegates will be required to check-in by scanning the official NHS QR code poster with the NHS-COVID-19 contact tracing app, and names to be provided in advance
- All guests to be free from any COVID-19 symptoms. If any guests have a self-isolation notification they will not be admitted
- Security will be facilitating enforcement of precautionary measures
- Delegates must do a lateral flow within 24 hours of the visit
- All guests to have had a pre-arrival email and information around COVID-19 procedures
- Delegates should bring a face covering as they must be worn in public areas & are encouraged to be worn in meeting rooms, especially if in close proximity to others
- Delegates who are medically exempt are not expected to wear a face covering



# Arriving at BMA House

## The measures we have in place to protect you and your delegates

### At the venue

- Hand sanitiser stations available for use in every room
- On site medical room available for anyone who develops symptoms
- Face coverings available at security, reception & 3rd floor reception desk
- BMA House are operating events with social distancing at 2m where possible then 1m if not possible
- Floor markings to help direct with distancing and one way flows
- Extra ventilation in our rooms and breaks encouraged in our outside spaces
- Face-coverings to be worn around all communal areas including arriving and departing from the building, moving around communal areas, using the toilets and visiting our onsite café
- Catering will be served to individuals – no sharing cutlery or finger food
- Continuous deep cleaning and sanitation of the venue especially in high touch point areas
- Our staff will use correct PPE when setting up for events including those setting up AV equipment
- Wipes available for equipment and bins for safe disposal

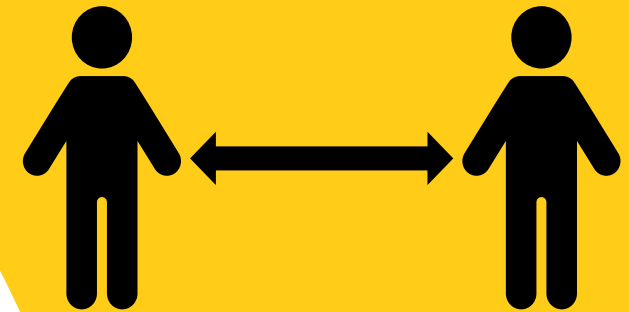


# Arriving at BMA House

## The measures we have in place to protect you and your delegates

### Additional points or similar

- COVID-19 approved air ventilation systems and open windows throughout
- Our Event Planners will run through all COVID-19 related procedures with the client on arrival
- Manage the flow of people in the meet and greet areas
- Encourage the use of stairs over lifts
- We have a number of virtual and hybrid packages that we have launched including the fully virtual EventsAIR platform and third party suppliers such as Glisser and Slido to ensure remote attendees feel included and have an authentic experience
- Delegates are encouraged to bring their own stationary for safety and sustainability reasons



# Arriving at BMA House

## The measures we have in place during refreshment breaks

### Catering for your event

- We can offer individually portioned items upon request
- Catering will be served to individuals – no sharing cutlery or finger food
- We are working alongside our caterers to ensure our packages are the safest offering for delegates
- We are offering meeting room hire with catering charged separately, as it's more cost effective and safer for guests during this time
- Social distancing will be in place in networking areas with clear markings
- Face coverings can be removed when eating and drinking
- Multiple refreshment points will be available for larger events and will be served by staff wearing masks
- As a sustainable venue, we will be providing you with recyclable, compostable and reusable products
- Delegates will be required to keep their own cutlery, cups etc and not share
- Delegates will not be allowed to bring any external catering into the building
- No cash can be taken – card only at any pay points



# Arriving at BMA House

## What should clients and delegates do?

### How to keep us safe

- All guests to do a negative lateral flow test 24 hours before coming to the venue
- Use the allocated entrance to the building
- Ensure they are correctly signing in and out of the building
- Events Planner to provide a full briefing to the main organiser before the event and BMA COVID-19 rules/procedures to be passed onto all delegates ahead of time
- Look at staggered arrival times and try to avoid delegates arriving at rush hour
- Try to avoid providing delegate packs that can be a high risk source of contamination
- If any delegates experience symptoms up to 10 days after the events, they should follow the government guidance and inform their Event Planner
- Provide all delegates with a copy of the venues policy on COVID-19
- Try to avoid the use of lifts and take stairs
- Clients will have contact points to contact their Planner or our 24 hour security team if needed
- Face coverings are compulsory when moving around the building; this includes entering BMA House, using the toilets, corridors and on site café



# Arriving at BMA House

## What should suppliers do?

### Working with suppliers to keep us safe

- Adhere to current social distancing rules and restrictions in place
- Use the allocated entrance to the building
- Should ensure to wear relevant PPE when setting up
- Suppliers to provide Event Planner with risk assessments for all equipment coming into the building and ensure all staff are adhering to COVID-19 rules and regulations
- Must provide Planners and clients with their COVID-19 policies before being approved into the building
- Supplier will have contact points to contact their Planner or our 24 hour security team if needed



# If there is a COVID-19 outbreak what will happen?

## What should you do?

- Your Event Planner will report the case to our HR and Estates teams and this will be handled immediately
- Staff who worked on these events must follow current government guidance on isolation
- All areas of the building will be re-cleaned to the highest standard following specific and approved cleaning procedures
- Please note we have a trained team of First-Aiders and Mental Health First-Aiders on site
- Planners and Event Organisers to communicate any outbreaks with one another from any guests that attended an event in the building

# Room hire rates 2021–22 (COVID-conscious capacities)

Room Capacities	Great Hall & Lutyens	Great Hall	Snow Room	Paget Room	Prince's Room	Courtyard Suite	Murrell-Barnes Suite	Murrell Room	Anderson-Barnes Suite	Anderson Room	Barnes Room	Worcester Room	Council Chamber	Carter Room	Dickens Room
Theatre	–	140	50	80	40	66	40	25	35	–	–	35	45+5	–	18
Cabaret	–	80	32	40	24	32	24	16	16	–	–	20	–	–	16
Classroom	–	45	15	21	12	16	12	7	10	–	–	10	–	–	–
Boardroom	–	50	25	30	20	28	19	15	16	11	6	22	–	5	12
Dinner	–	120	48	60	36	–	–	–	–	–	–	–	–	–	–
Standing Reception	–	160	80	80	45	75	–	–	–	–	–	–	–	–	–
Room Hire Charges															
Full day 09:00–17:00hrs	£9,000	£5,750	£3,000	£3,000	£1,500	£1,850	£1,250	£1,000	£1,000	£550	£550	£1,500	£1,500	£600	£750
Half day 09:00–13:00hrs & 13:30–17:00hrs	£5,850	£3,750	£1,950	£1,950	£975	£1,200	£850	£750	£750	£400	£360	£825	£900	£390	£50
Evening 18:30–23:30hrs/ Part day 11:00–15:00hrs	£6,000	£4,600	£2,200	£2,200	£1,500	£1,400	£1,000	£750	£750	£450	£400	£1,000	£1,000	£450	£600

- Room hire charges may be subject to VAT at the current rate
- Rooms are equipped with data projector and screen and PA system as standard. Other charges may apply for additional AV facilities and technicians
- Access for a 09:00 start is from 08:00, earlier access will be charged from £300 per hour
- Additional hours outside our standard timings will be charged at £150 per hour. After 19:00 full evening hire will be charged and may be subject to VAT at the current rate
- Overnight hold can be arranged at 50% of the evening hire rate
- Breakout rooms will be reduced by 25% of the listed rate

- A minimum spend will apply to all bookings and priced accordingly
- A dedicated AV technician will come included as standard with the hire of the Great Hall
- When hiring the Council Chamber, a 25% discount will apply to a separate catering space if required
- With our COVID-cautious capacities, cabaret layout is reduced to 4 per table, and dinner is reduced to 6 per table
- All guests will be required to comply with our COVID-cautious procedures as per your Planner's advice ahead of your event

## Get in touch and let us assist you

Call 020 7874 7020 or visit [bmahouse.org.uk](http://bmahouse.org.uk)

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# Room hire rates 2021–22 (COVID-conscious capacities)

Room Capacities	Bevan Suite	Black Room	Harvey Room	Lister-Fleming Suite	Lister Room	Fleming Room	Jenner Room	Simpson Room	Aldrich-Blake Room	Magill Room	Tudor-Hart Room	Winston Room	Blooms-bury Room	Garden Room
Theatre	77	35	30	20	10	10	–	–	–	–	–	–	–	–
Cabaret	44	24	28	16	–	–	–	–	–	–	–	–	–	–
Classroom	21	12	9	–	–	–	–	–	–	–	–	–	–	–
Boardroom	34	20	18	10	6	6	8	6	12	5	8	3	3	–
Dinner	–	–	–	–	–	–	–	–	–	–	–	–	–	36
Standing Reception	–	–	50	–	–	–	–	–	–	–	–	–	–	45
<b>Room Hire Charges</b>														
Full day 09:00–17:00hrs	£2,100	£1,500	£1,600	£800	£500	£500	£550	£550	£1,000	£600	£600	£400	£400	–
Half day 09:00–13:00hrs & 13:30–17:00hrs	£1,375	£825	£1,040	£520	£325	£325	£360	£360	£650	£390	£390	£275	£275	–
Evening 18:30–23:30hrs/ Part day 11:00–15:00hrs	£1,500	£1,000	£375	£600	£375	£375	£415	£415	£750	£450	£450	£275	£275	£2,000

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# Room hire rates 2020–21 (2m social distancing)

Room Capacities	Great Hall	Great Hall & Lutyens Suite	Snow Room	Paget Room	Prince's Suite	Courtyard Room	Worcester Room	Council Chamber	Bevan Suite	Black Room	Harvey Room	Lister Room	Fleming Room	Jenner Room	Simpson Room	Carter Room
Theatre	44	76	14	18	N/A	21	15	18+3 speakers	24	9	8	4	4	N/A	N/A	N/A
Cabaret	36	60	12	12	12	22	9	N/A	24	6	6	6	6	N/A	N/A	N/A
Classroom	36	62	11	15	12	21	10	N/A	18	6	6	4	4	N/A	N/A	N/A
Boardroom	N/A	42	11	8	10	14	10	N/A	14	8	6	4	4	6	4	4
Dinner	22	N/A	12	12	N/A	N/A	9	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Standing Reception	44	76	14	18	16	21	15	N/A	24	9	8	4	4	N/A	N/A	N/A

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# Hospitality with heritage

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