



# 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. 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.



To play our part in a safe and successful exit from the Covid-19 pandemic we need to work together. Here, we explain what we are doing and what we ask you, the event organiser, to do to provide the safest possible event for your delegates.

## What we are doing

### ARRIVAL AND WELCOME

Arrival times will be confirmed and staggered for each event.

Hand sanitisers are available throughout the building.

QR codes for venue check in will be available in reception and meeting rooms.

### Show rounds

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

ENTER  
THIS WAY



PLEASE USE THE FLOOR MARKERS AS  
GUIDANCE FOR SOCIAL DISTANCING

EXIT  
THIS WAY



PLEASE USE THE FLOOR MARKERS AS  
GUIDANCE FOR SOCIAL DISTANCING

**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

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

Cleaning staff will be on site throughout the day.

There will be increased cleaning of all high-contact surfaces.

Equipment will be cleaned after each use.

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

#### FACILITIES AND LOGISTICS

Fresh-air ventilation (HVAC) is provided in all rooms to reduce potential viral load.

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

#### CATERING

Meal breaks will be staggered to avoid contact with delegates from other meetings. A touch-free food offer, with bento boxes, is available 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.

## What we ask you to do

We recommend that you require all delegates to complete a Covid-19 lateral flow test before attending an event – and to attend only if they test negative. This is the most effective control measure.

We require event organisers to provide their allocated event manager with a list of attendees and their contact details. 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.

We ask that your delegates wear a face covering while in common areas of the building.

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

Complete a risk assessment of your event to decide on the level of mitigation measures that is appropriate, for example you may require: a negative Covid-19 lateral flow test before the event; a Covid-19 pass when registering for your event; face coverings during your event; or guidelines to limit the amount of social interaction.

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), or call 020 7307 2474.

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



No.11 Cavendish Square  
London  
W1G 0AN  
Tel: 020 7307 2474  
Fax: 020 7307 2815  
Email: [venue@11cavendishsq.com](mailto:venue@11cavendishsq.com)

No.11 Cavendish Square is run by KEHF Limited, a wholly owned trading subsidiary of The King's Fund.  
Registered VAT number: 907 8743 91

[www.11cavendishsq.com](http://www.11cavendishsq.com)