

## YOUR SAFETY IS OUR PRIORITY

Here at Norwich City Football Club we are fortunate to have a wealth of space and flexibility within our 17 event rooms and 41 executive boxes, ensuring that you can book your next event with the peace of mind that we will create a very safe environment for you and your guests. We understand that each event is very different, and we will work closely with you to tailor your own bespoke event journey based on your specific needs. Please find below our new safe working policies, giving you reassurance that you really are in safe hands with us.

### CLEANING & SANITISING



- Hand sanitiser stations at all entrances, event spaces and washrooms
- Wipe stations for phones, laptops and equipment in all event spaces
- An enhanced sanitising schedule around the stadium, event spaces (including all furniture and equipment) and washrooms
- Dedicated rubbish bins at all exit points for the safe disposal of face coverings and PPE

### SAFE EVENT SPACES



- Ample complimentary car parking provided for all delegates allowing your guests to arrive in their own vehicle
- A dedicated Event Coordinator to liaise with organisers in facilitating staggered start, finish and break times where required
- A large amount of event spaces located within four stands each with its own dedicated entrance, allowing stands to be allocated solely to your event and delegates on request
- Perspex screens on reception desks for the safety of staff and visitors
- Reviewed and updated capacity for each room providing safe social distanced meetings and events
- One way systems and clear signage around the stadium to ensure a safe delegate journey
- Multiple washroom facilities throughout each stand within the stadium

### SAFE CATERING



- Pre-order freshly prepared food that suits your event
- 'Grab and Go' individually packed lunches
- Hot or cold plated food options delivered safely to your delegates in their dedicated dining space
- Open air, undercover, pitch view spaces for casual breakout dining
- Spacious rooms for distanced dining
- Executive boxes for small but distanced group dining with open door overlooking the pitch
- Keeping it individual... water bottles, condiments, single use 'FSC' wooden cutlery and serviettes

### RESPONSIBLE STAFF



- Each day, all staff will be temperature checked and complete a health questionnaire
- All staff fully trained on current COVID-19 guidelines
- Dedicated staff will be on standby, at a safe distance at all times
- All staff will be issued and wear appropriate PPE

### RESPONSIBLE DELEGATES



- All clients will be given clear written instructions on how to prepare for their time at the club
- All club visitors will be required to complete a pre-health questionnaire before entering the stadium
- All event delegates will be required to wear their own face mask within the stadium (Disposable face masks will be available to purchase)
- All visitors will be temperature checked on arrival

### TECHNOLOGY



- Video conferencing facilities available in selected event spaces allowing the function for "Hybrid" Events
- The stadium and event space boasts a high volume of built in HD screens allowing delegates to be safely spread out within the event space itself
- The ability to link event spaces digitally so delegates in numerous rooms can easily view the same presentation content if required
- The option to hire in additional A/V equipment and to have A/V technicians from our dedicated supplier with you on the day if required
- 3D tours available of all our main event spaces for virtual site visits