



## Fleet Air Arm Museum Venue Hire Advice and Guidelines

### Is the venue COVID secure?

The Department for Culture, Media and Sport has confirmed that smaller meetings and training events are still able to take place in COVID safe venues. The Museum has therefore thought very carefully about COVID safety. All visitors are required to follow the one-way system in place throughout the Museum as well as standard Government social distancing guidelines. We are also operating on reduced capacity to ensure we can continue to maintain safety. We apply the same principles to our business visitors. Prior to COVID-19, the capacity in our function rooms was approximately 100. By closely following government guidance, we have reduced this to 15. While we cannot mitigate 100% against the virus, we feel we have done our best to put measures in place which reduce the risk.

### What COVID safe measures can I expect for my event?

Each room has a specific COVID-19 safe capacity which we will not exceed. All our rooms are cleaned and sanitised prior to use. We will also provide sanitisation areas solely for your use on the day.

### Will members of the public have access to the room?

No, the room will be exclusively booked for your event. If your booking falls on a day when the Museum is open (Wednesdays to Sundays), there will be members of the public moving through the galleries. All visitors and event guests are asked to abide by the same rules.

### Can you provide a COVID safe induction?

Yes, a member of our team will meet you and your guests on arrival and give you an introduction to the Museum and the safety rules we have in place. This will also help to orientate you and ensure you get the best from your day.

### Can I arrange a pre-visit?

Yes, the Museum welcomes leaders who wish to make a pre-visit. The Museum can advise you on the health and safety measures currently in place and show you the rooms that are currently available.

### Do I need to pay a deposit?

A deposit of 25% is required to confirm the booking. The balance will be requested by invoice in advance of the booking date. All balances must be settled prior to the event commencing.

### How do I pay the deposit?

The deposit should be paid by BACS. Details will be supplied on receipt of a completed booking form and you will be sent an invoice.

### Can I have items delivered before my event?

Yes, items are often delivered to the Museum, usually on the day of the event or the day before. It is essential that you advise the Museum of any such deliveries in advance. Once delivered, the Museum staff can keep items secure and ensure they are positioned/set-up accordingly in the room.

### What information do I need to supply to the Museum?

For all new enquiries, the Museum requires that you submit full contact details. This includes full name, email address and contact telephone number. We will also require a full list of your guests including names and email addresses for COVID track and trace purposes.

### Who do I contact if I have any questions?

Please email either Rachael Casey or Marc Farrance at [fleetairarm.enquiries@NMRN.org.uk](mailto:fleetairarm.enquiries@NMRN.org.uk) or 01935 840565.