

Following Government guidance on social distancing we have updated our meeting room capacities to ensure everyone is at a safe distance. The capacities in the blue column are our new capacities and the ones in grey are the non social distancing capacities.

ROOM NAME	THEATRE		CLASSROOM		BOARDROOM		U-SHAPE	*BANQUET	DIMENSIONS (M)	HEIGHT (M)	NATURAL DAYLIGHT
	MAX CAP	SOCIAL DISTANCING	MAX CAP	SOCIAL DISTANCING	MAX CAP	SOCIAL DISTANCING	MAX CAP	MAX CAP			
PRIORY HELENA	120	30	60	24	50	22	40	100	18 x 7	2.5	✓
PRIORY	80	24	30	16	34	18	30	50	10.5 x 7	2.5	✓
HELENA	50	12	18	10	24	12	18	40	7.5 x 7	2.5	✓
CASTLE ABBEGATE	80	20	30	16	34	18	30	50	10.5 x 7	2.5	✓
CASTLE	50	16	18	12	24	12	18	40	7.5 x 7	2.5	✓
ABBEGATE	15	5	8	4	10	4	6	-	7 x 3	2.5	✓
BALKERNE	15	5	8	4	10	4	6	-	7 x 3	2.5	✓
GILBERD	15	5	8	4	10	4	6	-	7 x 3	2.5	✓
CONSTANTINE	18	5	10	4	12	4	8	-	7.5 x 3.6	2.5	✓

*Please note maximum capacity throughout July 2020 will be 30 delegates. From August 2020 onwards the social distancing capacities shown above will then come into effect.

WE ARE READY WHEN YOU ARE READY!

WE LOOK FORWARD TO WELCOMING YOU BACK TO OUR HOTEL AND HELPING BUSINESSES GET BACK TO BUSINESS



CONTACTLESS SERVICES

We now operate a contactless greeting and farewell and want to ensure that our employees and guests are kept safe which is why all our employees have been provided with relevant PPE equipment and training on any new procedures issued where necessary. We also have perspex screens on reception desks and all high touchpoints are cleaned every hour.



NEW ROOM LAYOUT

We have changed our room layouts to meet the Government guidelines on social distancing, ensuring that you and your delegates are kept safe. *Please note that during this time we will only be offering theatre, classroom, u-shape and boardroom settings to maximise our space offering. Rooms will also be sanitised between each use.



HAND SANITISING STATIONS

Hand sanitising stations have been placed in all main areas of the hotel for delegates to utilise. All high touchpoints are sanitised after every guest interaction or every hour depending on the usage including door handles, debit/credit card machines and pens. Meeting rooms have also been de-cluttered to minimise cross-contamination.



REFRESHMENTS AND LUNCH SERVICES

We have changed the way we offer food and refreshments. These can be pre-ordered with our team for arranged times throughout the day. Each delegate will also receive bottle of water and disposable plastic glass. Lunches and snacks will be pre-packed and individually wrapped to ensure safety.

If you would like more information on alternative room layouts or 1m+ social distancing capacities please contact events@hicolchesterhotel.co.uk

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