

SERVICES PROVIDED BY A PROFESSIONAL THROUGH AN SLA

Definition of a managed venue:

A premises that has an employee available on site who is responsible for setting up and managing the venue, and for managing all aspects of making the premises COVID-safe in line with up-to-date government requirements.

This will include things such as ensuring that hand sanitiser is available, social distancing signage is available and suitably positioned, and all areas are cleaned before and after use (this list is not exhaustive). This person will also be responsible for emergency arrangements and will have sufficient training, knowledge, experience and other qualities that allow them to manage the event and any emergency situation that might occur.

Note: The venue must accept responsibility for all COVID safety and not pass any element of it on to the group

Definition of an unmanaged venue:

A premises where there is not an employee who takes on responsibility for setting up and managing the venue, and all aspects of making the premises COVID-safe in line with up-to-date government requirements.

An unmanaged venue expects the hirer (your Service Provider) and users of that venue to make it COVID-safe by making things like hand-sanitiser available and cleaning the venue after use. An unmanaged venue is also one that doesn't have an employee on site who is trained and experienced to manage an event and any emergency situation that might occur.

Note: The hirer (your Service Provider) must accept responsibility for all COVID safety (along with any other emergency arrangements) and not pass any element of it on to the group.

The group may hire and pay for a venue **only when:**

- It has been made clear by the Service Provider that they have requested that the group undertake this aspect purely as an administrative function for and on the behalf of the Service Provider.
- The Service Provider has agreed (in advance of any such hire) that the venue has been assessed by them as suitable for the service that they will be running there.