

# Guidance and Rules for Lumley Castle from Monday 21<sup>st</sup> June to Monday 19<sup>th</sup> July

## Scope

When creating this document Lumley Castle Hotel has taken into account the rules set out by government, the safety of our guests, the bride and groom, other event organisers and our staff. We are also very conscientious what a wedding day means for everyone and for some of you the vast amount of time and changes you have had to endure over the previous 18 months. The day will still be fun and be a day that you will never forget.

## Wedding Risk Assessment

Each venue will be issued with a Covid 19 Wedding Risk Assessment (RA), this RA determines the volume of guests allowed in each property and each function room and is set in line with guidance to allow for social distancing. All our function rooms will have a reduced capacity, therefore the numbers allowed in each room are:

### **Garter Suite:**

8 x round tables of six + top table of 10 = 58 guests

Or

12 x straight Tables of six + Top Table of 10 = 82 guests

### **Barons Hall:**

8 x round tables of 6 + top table of 10 = 58 guests

Or

10 x straights of 6 + top table of 10 = 70 guests

### **Scarborough/Northumbria:**

4 x round tables of 6 = 24 guests

Or

8 x straight tables of 6 = 48 guests

### **Waterford:**

2 x round tables of 6 = 12 guests

Or

4 x Straight tables of 6 = 24 guests

*The maximum number per guest may be less depending on table layouts required.*

## Guest Commitment to Code of Conduct

Each guest will have to check in to the venue where this code of conduct, check in to test and trace app, check of PPE will be carried out.

Code of Conduct:

- Check in via test and trace app, just scan in and it's all done.
- All attending guests to provide evidence of a negative Covid test from within the previous 72 hours. Even those who have been vaccinated can transmit the virus.
- Maintain social distancing wherever and whenever possible. Keep at 2 metres, where not possible no closer than 1 metre. So, elbow rubs and fist pumps are the order of the day.
- Sit or stand side by side or behind a fellow guest rather than facing them.
- Meet people in the outdoors rather than indoors where possible, outside we all have a lot more flexibility.
- Keep interactions as brief as possible with guests outside your household or table sitting.
- Avoid loud talking, definitely no SHOUTING!
- Do not sing with other guests, so no Three Lions then!
- Wear a face covering at all times apart from when eating or drinking, even when you are going to the loo.
- When using toilet facilities wash hands for 20 seconds with soap and running water.
- Use hand sanitisation stations when moving between rooms/zones of hotel, if you see a station just use it.
- Do not dance, leave those moves and blue suede shoes at home-sorry.
- There will be no service at the bar, we can only serve you at your table-so take the weight off your feet and let us look after you. Check for QR codes and table Numbers.
- Food and drink can only be consumed indoors whilst seated, tough one, but Boris's rules.

## Additional Guidance for the Special Couple

So here is a bit of an overview of some questions or areas that you may have wanted some additional guidance.

**Evening Buffet** - Scrap the word buffet, this will have to be served to your guests at tables only. It may be that together we consider small changes in what is offered for the evening buffet.

**Speeches**-They are allowed in a well-ventilated area, so the Best Man can still tell a few funnies.

**Disco/Dancing**-Dancing is not allowed, yeah, we are gutted too. The dancefloor will be closed, and we will have to ask that people do not attempt to bend or break these rules. It is not the staff who have made up these rules, but it is their livelihoods that are put at risk if guests ignore this safety policy. One piece of good news is that the first dance is allowed, all eyes on you two. Just no body can join you on the dancefloor so it's a no to any dance routines with the bridesmaids or ushers.

**Ventilation**-on the day we will ensure that as many windows and doors will be open. Our air conditioning system recirculate the existing air (its not a fresh air in system) therefore we will have to have these off.

**Table plan** - Current indoor seating rules apply therefore on the tables we can have up to a maximum of 6 people or two household bubbles on each table. You will be use to this rule over the last few weeks however it may mean a few changes to the original seating plan and top table.

**Singing/Bands/Music**-A singer is allowed in well ventilated areas, no more than 4 people can sing together, and they must be distanced 1 metre apart. Bands are also allowed. A DJ is also allowed. HOWEVER, these must constitute background music only. We cannot allow them to be too loud which means that a normal conversation is difficult. Nor can we allow dancing with these. From the weddings for 30 we have done previously we have found that we can provide the background music through our music system and your cost for this element can be saved. There may be a temptation that these rules are attempted to be ignored, we cannot allow it, we could lose our license and with it our jobs. The bridal party really set the tone for how their guests behave therefore we would hugely appreciate it if you help us out on this one!

**Table Service** - It's the only way we can serve you food and drink, we will provide the additional staff to ensure this is efficient and works well.

So, in conclusion what Boris told us on June 14th is far from ideal however we will work hard to ensure that your wedding day/event is one that you will never forget. What is important is that everyone enjoys themselves in a safe manner. The last thing we want is for your wedding party and our staff to be sent off into isolation for 10 days. Should you have any further questions please email [hello@lumleycastle.com](mailto:hello@lumleycastle.com) or call 0191 389 1111

All events may be subject to a local Covid-19 Council inspection and it is important to note that there is a risk that event organisers may be fined if guest behaviours contravene this policy. It is of course our wish that you enjoy a fantastic day and that everyone involved contributes to this.

As and when further updates become available we will update all event organisers.

Yours sincerely

Gordon Cartwright  
General Manager