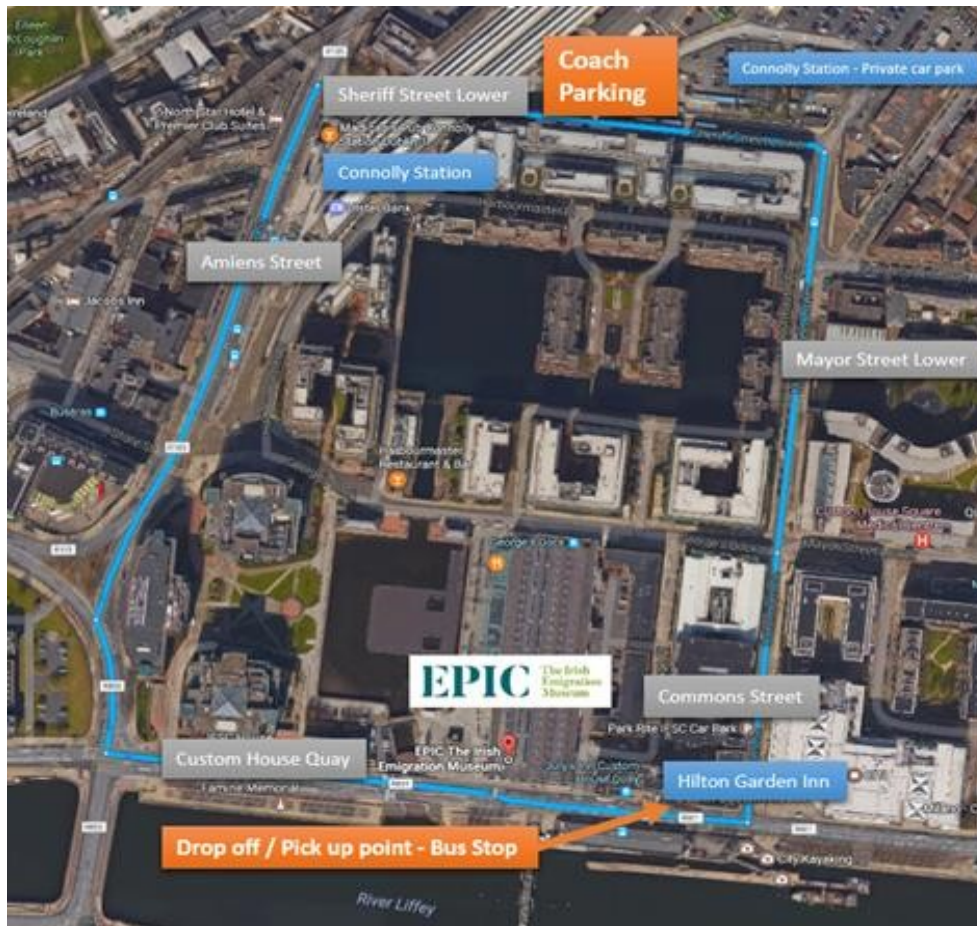




Guideline for CHQ & EPIC Events - Coach Drop off/ pickup point

The chq Building is easily located in most Sat Nav devices (coordinates – 53.348899,-6.246032). Just beyond CHQ, there is a drop off/pickup point at the bus stop at Hilton Garden Inn.



Directions to coach parking from Custom House Quay:

- Continue on Custom House Quay/R801 for approximately 50 metres
- Turn left onto Commons Street (before Citigroup building)
- Continue straight onto Mayor Street Lower
- Follow the road left onto Sheriff Street Lower
- The coach can park here in the designated area

Directions to Hilton Garden Inn from coach parking:

- Coming from Sheriff Street Lower
- Head west on Sheriff Street Lower toward Amiens St/R105
- Turn left onto Amiens St/R105
- Turn left onto Memorial Rd/R105/R802
- Turn left onto Custom House Quay/R801
- Bus stop will be on the left at Hilton Garden Inn Hotel on Custom House Quay



Guideline for chq & EPIC Events - Pre-Event Requirement/ Documents

- Insurance
 - Our Insurance requirements are €6.5m public liability & €13m employer's liability with an indemnification to 'EPIC Ireland Exhibitions Limited' if you wish for an event to be within any of the CHQ spaces.
- Method Statements
- Risk Assessments
- Load IN and OUT scheduled required (subject to approval)
 - Load in from East 7am-7pm. West from 7am-9am & after 7pm – Might vary according to the event needs/ supplies
- Spec for Catering Equipment



EPIC The Irish
Emigration
Museum

Guideline for chq & EPIC Events - Catering

Regulations for catering set up in The Stack/ Preparation Room:

- CHQ can only allow the use of smokeless ovens for catering purposes and all catering equipment must be cleared by CHQ Events.
- The catering in the retail unit is to be restricted to reheating food only i.e. Bain Maries etc.
- There can be no hot plates, naked flames, grills or any gas used.
- Due to lack of ventilation no steam ovens can be used
- Electrical rings are acceptable
- Chafers are also acceptable on the basis that the flame beneath these are generally powered by a very small amount of contained fuel
- A fire point consisting of an AFFF and a CO2 fire extinguisher is to be brought by catering company and situated in the unit.

Please note that a similar set up can be allowed in the Galleria, without any large ovens.

A guide to tell you how we are doing our utmost to make your event safe and comfortable

We are continuously working on creating a safe and clean environment within our venue. For your peace of mind, our events team have created a guideline of how CHQ & EPIC are prepared to safely receive your upcoming event.

In a post Covid-19 event world, all our event rates now include:

- Extra cleaning staff dedicated to the event, making sure all common and high traffic areas are thoroughly sanitised and disinfected
- Health & Safety dedicated staff – 1 of our team will be solely dedicated to advise guests and put them at ease during their visit
- You don't need to worry about producing more social distance signage for your event. Everything related to social distance awareness, hygiene recommendations and general health and safety will be already in place throughout the building. This signage will be placed in such a way that won't interfere with your event layout
- Hand sanitizers will be available throughout the building
- All of our dedicated event staff are fully trained for new H&S measures and procedures
- Personalized Standard Operation Procedure for your event – before the event, you will receive a full guide and SOP on the building recommendations. This will include the location of isolation rooms in case of suspicious infections during the event and the necessary procedures to follow
- Whenever necessary, your event will be facilitated in a larger area to comply with the regulated distancing needs
- Your event will be the only event hosted at that time so that we can make sure that all relevant health and safety requirements are adhered to.

Re-Schedule Policy

- We are following all the relevant government directives and making sure we are doing all we can to keep any risk low, but if you still believe that your event needs to be postponed, we have a very flexible rescheduling policy so please reach out to us to discuss.

We aim to design a touch free Event for you:

- Your event will be carefully designed to avoid hand touching any shared surfaces
- An EPIC Stylus Pen will be included in a tour of the museum, so that your guests can safely discover all the touch screens content of the first fully digital museum in the world
- If you want to personalize this stylus pen – Consult us to see how to add your brand and give a lovely and memorable gift to your delegates

The chq Building:

- One of the advantages of The chq Building - one of the biggest venues in Dublin city centre – over 1700 sq meters of combined event space as well as high pitched ceilings adding a feeling of spaciousness
- All spaces are adapted and signalled for social distancing needs
- All event areas are door free or with automatic doors to reduce any manual handling
- The building has designated entrance and exit doors, reducing any circulation in the same area
- Hand sanitizers are included throughout the building and strategically located where some hand handling may be needed

Cloakroom:

- Your guests will be advised that they should book their cloakroom in advance
- All cloakroom reservations will receive their hanger ticket number by e-mail
- When you check your coat, just the e-mail that to the staff member and your belonging will be allocated to the correspondent number
- No need to exchange physical tickets and touching is limited to your belonging
- Cloakroom will be set in a designated closed area; fully sanitized and disinfected
- This unit will only be accessed by fully trained staff

Food Service:

- In conjunction with our catering partners, all food will be carefully served and presented to adhere to all government guidelines
- Drinks will only be poured directly to your guests glass with no pre-poured drinks trays available
- All catering appliances will be in a reserved sanitise area
- All Food & Beverage staff are fully trained in sanitation and food-handling measures

AV:

- All of our in-house AV equipment will be frequently disinfected before and after use
- Microphones will have a removable protective cover to minimise any risk

Want to bring your own contractors?

They are always welcome in the building. Just please be aware that they will need to comply with the measures in place, namely:

- Contractors working on site must adhere to social distancing and have access to appropriate PPE.
- All contractors must wear a face mask while working on site
- The process for contractors on site regarding documentation requirements remains the same as usual – Insurance and RAMS.
- However, in addition, risk assessments and details on how work is to be carried out safely under the Covid-19 Government guidelines must also be provided at least 48hrs in advance.

Toilets:

- A number of the toilet cubicles will have to remain closed to limit the number of people using our facilities
- Regular cleaning and best practices will be put in place in all of the toilet areas
- The toilets will be staffed to assist with maintaining social distancing