



AUTOWORLD
BRUSSELS

Covid -19 protocol during events in Autoworld

AUTOWORLD
BRUSSELS

HISTORY OF
THE AUTOMOBILE

www.autoworld.be

AUTOWORLD
BRUSSELS



HISTORY OF
THE AUTOMOBILE

www.autoworld.be



Table of contents

- 3 Intro**
- 4 Basic Principles**
- 5 Social distancing**
- 6 Hygiene**
- 7 Set-up and dismantling suppliers**
- 8 New capacities of our event spaces**
- 9 Your event during Covid-19**

Welcome back to Autoworld!

This protocol carefully explains the safety measures we have taken and how we will organise your event in a safe way during these uncertain times.

We follow the advise of the Belgian government and the Belgian code of conduct for events.

The well being and general comfort of our visitors and partners are a priority to Autoworld.

The prevention of the spread of Covid 19 is a shared responsibility. Our safety measures only work when everyone follows the guidelines in and outside of the museum.

So please be smart and think about your fellow visitor.

We hope to see you soon!

Sebastien De Baere
Director of Autoworld

Basic safety principles

These guidelines need to be followed by everyone in- and outside of the museum. These basic principles are issued by the Belgian Government



Stay home when you feel sick



Wash your hands frequently, if this is not possible use anti bacterial gel.



Cough and sneeze in your elbow or a tissue



Keep a distance of 1,5m



Follow the guidelines in the museum



Wear a mask

Social distancing

We have created a circulation plan that needs to be followed throughout the entire museum.

This circulation plan makes sure there is as few as possible cross-traffic and maximizes the flow in the museum as well.

Circulation plan :

- The route in the museum is clearly marked by arrows on the floor and extra signage if needed.
- Some spaces have a maximum of people allowed in at the same time.
- Minimizes cross- traffic
- Every event room has a separate entrance and exit.

Social distancing :

- The Belgian Government asks that the distance of 1,5m is respected by all visitors and suppliers.
- We have adapted our capacity of the museum and every event space accordingly.
- We have signage throughout the entire museum to remind people to keep their distance.
- We have multiple stickers that show how long 1,5m is.



Hygiene

1

The hygiene guidelines are clearly displayed in every bathroom. This shows the most effective way to wash your hands.

2

We provide soap and paper towels in every bathroom

3

There are 2 dispensers for anti bacterial gel at the entrance of the museum. We provide anti bacterial gel at the entrance of every event space.

4

The number of toilets in use are limited to ensure social distancing.

5

There is a maximum of people allowed in every bathroom.

6

Every event space is cleaned before and after the event. If the event exists of multiple days, the spaces will be cleaned in between each day.

Set-up and dismantling suppliers

We have asked all of our partners to create a safety protocol themselves.

We trust our partners to work in the safest way possible for the well being of their employees and all of our visitors and partners.

If you are interested in reading their safety protocol you can contact our event team.

- During set-up, dismantling we ask all of our partners to wear a face mask.
- If possible we spread the set-up time to minimize the amount of people present in every space.
- If the suppliers are working at the same time we ask to keep a distance of 1.5m to minimize contact between different partners.
- During set-up and dismantling the space will be ventilated as often as possible.
- Partners need to follow the circulation plan marked in the museum.

Capacities of our event spaces during COVID-19:

Update September 2020

Autoworld offers 15000m², large halls and a height of 30m.

The maximum capacity of the event spaces are based on 4m² per person. This means the maximum capacity can still vary depending on the furniture you might need during your event

Event space	Theater set up or cocktail	Seated dinner
Blue Boulevard	170p	170p
Minerva Room	120p	80p
Mahy Room	40p	40p
Meeting Room	8p	
Mezzanine	400p	400p
Classic Lounge	50p	50p

Your event during Covid 19

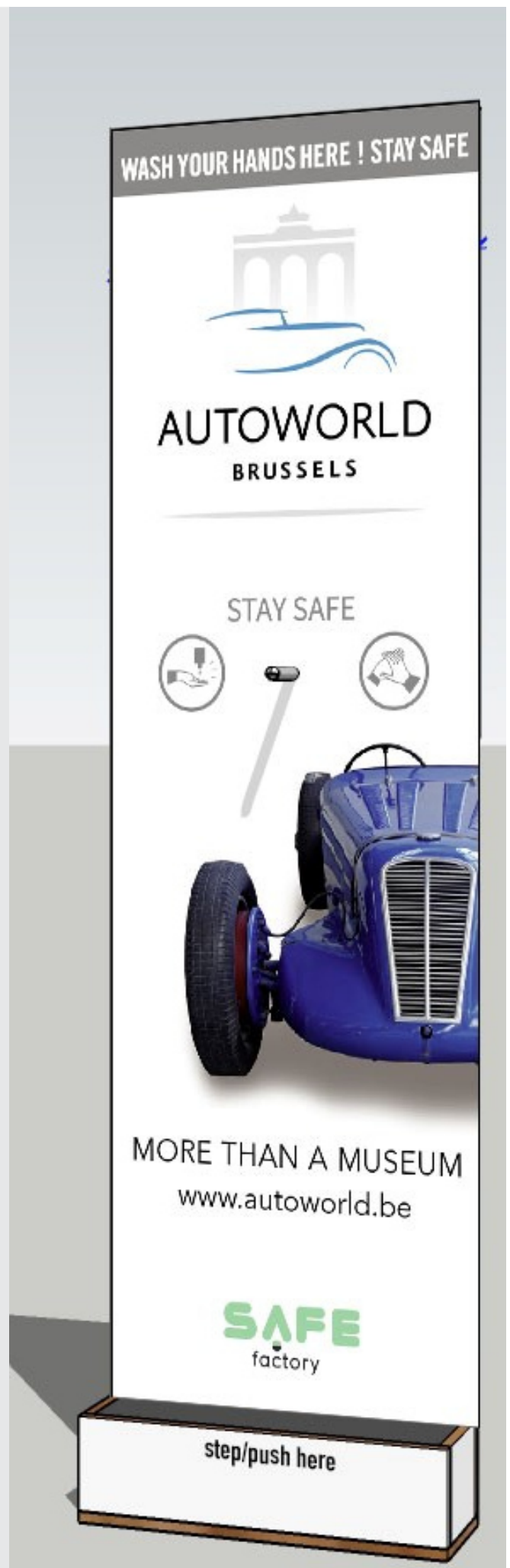
Facemasks are mandatory by law for everybody in the museum

Therefor we ask to applicate this rule for your guests. Visitors can also buy a mouth mask at our entrance and in our Autoworld shop. (€1,5/mask)

Entering the museum

We have a broad entry hall that ensures the 1,5m distance.

There are 2 large dispensers that provide anti-bacterial gel for everyone who enters the museum



Hostesses (Check-in and cloakroom)

- We have plexi screens for every welcome desk.
- Hostesses will be wearing a mask and keep suitable distance from the guests
- The cloakroom will only be entered by the hostesses. The coats will be hung with a distance in between every coat.
- If you have not hired hostesses to manage your cloakroom we will provide signage of the max amount of coats on one rack.
- Our hostesses will also help with crowd management and reinforcing safety measures.
- We desinfect the desk regularly



Inside event spaces

Keep
1,5m
distance

- The capacity of every event room has been adapted in order to ensure social distancing.
- Before entering the event space every guest will need to disinfect their hands.
- Every event space has a separate entrance and exit.
- Chairs will be separated in order to keep distance
- Staff and hosts will be on site to manage crowd flow.
- With large groups we ask to enter the meeting space in phases.
- Every event space has a designated toilet area.
- Toilet areas have a maximum capacity to ensure social distancing.
- Hiring a toilet lady is mandatory for every event. This way we can ensure that every toilet is clean before use.
- Waiting areas will be clearly marked.
- We provide soap and paper towels in every bathroom.

It is our main priority that these safety measures are followed by everyone in the museum. The safety measures only work when everyone follows them.

We are open for any suggestions on how to make your event even safer. So please don't hesitate to contact us.

Hope to see you soon!

Contact us

events@autoworld.be

Alexandre Lambiet
Event Manager
a.lambiet@autoworld.be
Tel: +32 2 736 41 65

Lauren Broothaers
Project Coördinator
l.broothaers@autoworld.be
Tel: +32 2 736 41 65