

COVID-secure Funerals at Lauderdale House

02/12/2020

Your safety and wellbeing are our top priority when you come to visit Lauderdale House, and so, as a COVID-secure venue, we have created this guide to explain what we can offer for you and your guests, that is both legal and safe.

What are the rules under the current tier system?

- You can hold a **funeral service** for a maximum of **30 people** (staff are not included).
- You can also host a **wake** for **15 people**.
- You should still **socially distance** from people unless you live with them or have formed a support bubble with them.

Can I hold a funeral at Lauderdale House?

In light of the current government restrictions, we are pleased to offer to hold a funeral/memorial service in the following formats:

- A formal **seated funeral service** (with or without the coffin), led by a humanist celebrant, religious leader, family member or friend for **30 guests**.
- A memorial, celebration of life or **wake for 15 guests**, which can include **food and refreshments** in a **seated restaurant style** with socially distanced 'bubbles'.

How are we keeping you safe?

- Complying with the Government's 'Test and Trace' system
- Extra regular cleaning
- One-way system
- Taking temperature upon arrival
- Welcoming you with hand sanitiser
- Designating toilets for your event
- Table service if refreshments are being served
- Your own entrance
- Good ventilation

Due to the current restrictions, it is now necessary to have **two stewards on the day** to ensure your guests' safety. Our **park location** also means people can go outside for some

fresh air depending on the weather. Please visit our website for more information on our COVID-19 precautions.

How much will it cost?

We understand how hard it is for everyone at the moment, and have therefore **reduced the fee hire by 50%, to £175 per hour**. We can accommodate funeral services, wakes or both.

	Example Timings	Costs
Service Only (4 hours)* 3 hours + 1 hour preparation on a previous day.	10:00 Setup (1-hour setup time on the day includes, cleaning, prepping and setting up the room). 11:00 Coffin arrives 11:15 Guests arrive and are seated 11:45 Service begins 12:45 Service ends 13:00 Venue cleared	Room hire: 4 hours (inclusive of 2 hours setup time) x £175 per hour = £700 Stewarding fee: £90 per steward x 2 = £180 Cleaning fee: £165 Total = £1,045
Wake Only (4 hours)* 3 hours + 1 hour preparation on a previous day.	11:30 Setup (1-hour setup time on the day includes, cleaning, prepping and setting up the room). 12:30 Guests arrive 13:00 All guests seated & refreshments served 14:15 Food stops and guests begin to depart 14:30 Venue cleared	You can add additional hours at £175 per hour if you wish to spend more time.

***Please note that we require an additional 1-hour setup the day before the event to allow for the organisation of your bespoke socially distanced seating plan. We will need the guest list and corresponding households/support 'bubbles' in advance.**

Equipment you can use:

- Our **PA system and microphone** (and microphone covers) for speeches.
- Our **projector** and projector screen for slideshows/films/video calls.
- **Easels** for photo displays.

Please ask a member of our events team if you require any of the equipment mentioned above on the day. Additionally, if you are interested in **live streaming** the event, please let us know and we'll do our best to help you with the organisation.