

# associate events

events | production | brand | pr

## Joining instructions





## Office address

Friars Mill  
Bath Lane,  
Leicester,  
LE3 5BJ

N.B. If you are walking to Friars Mill, please follow directions to All Saints Road.



## Parking

When you enter the car park, there are guest spaces located on the far right hand side, please park here. If there are no available spaces, please refer to the [Alternative Car Parking](#) page.

## Access

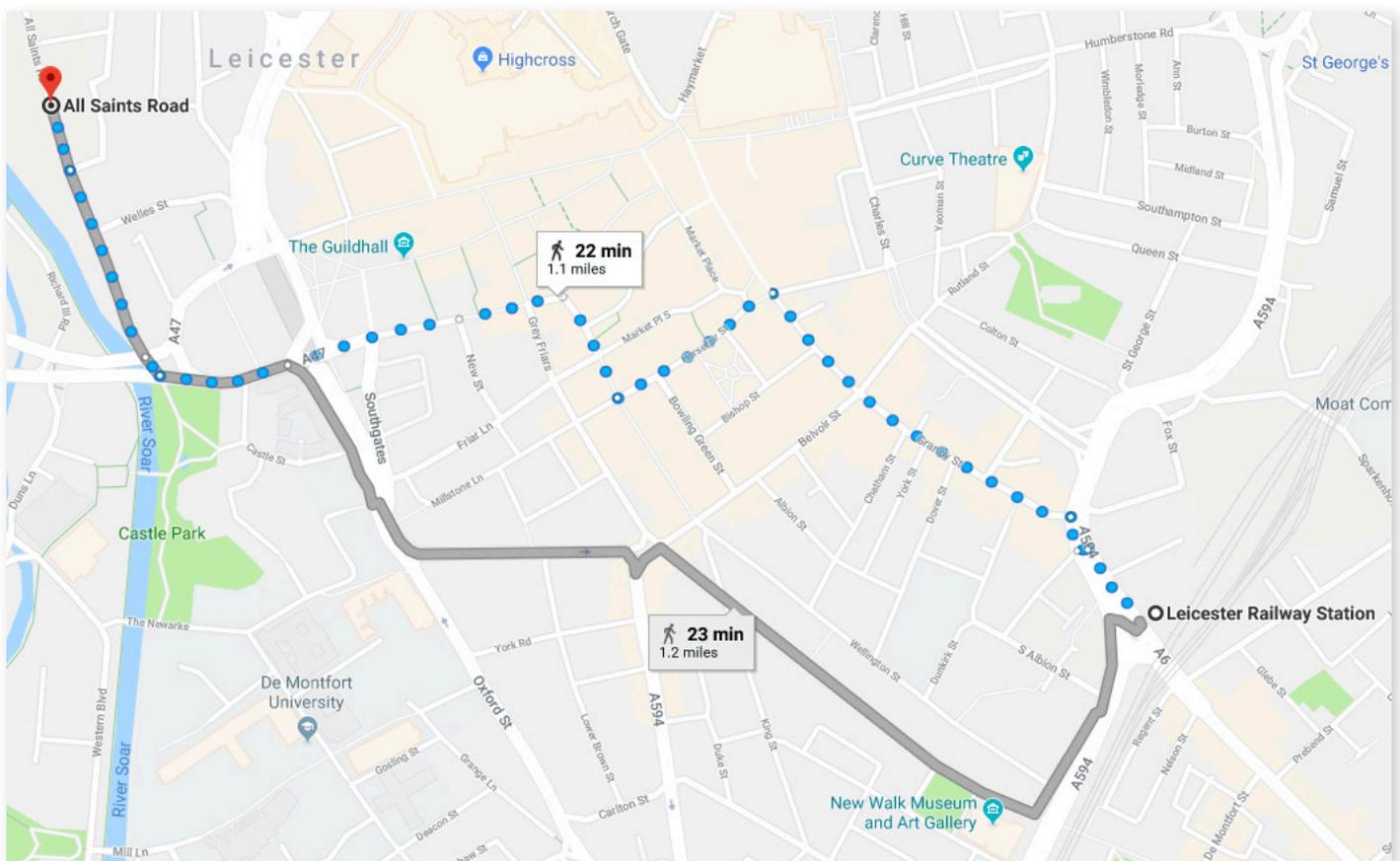
Please report to main reception upon arrival. There is a telecom system outside the front door. Press number four and a member of the team will buzz you in and meet you at reception.

Guest are required to sign in and out when entering or leaving the premises.



## Arriving by train

Friars Mill (All Saints Road) is a 20 minute walk from Leicester Railway Station. The route is mostly flat and takes you straight through the heart of Leicester City Centre.



LEI



20 minutes

If you'd prefer not to walk, there is a taxi rank right outside the train station (Hansom Taxis).



## Arriving by bus

There are a number of bus stops nearby if you are arriving by bus. These are all within a 20 minute walk to Associate Events at Friars Mill.

### West Bridge



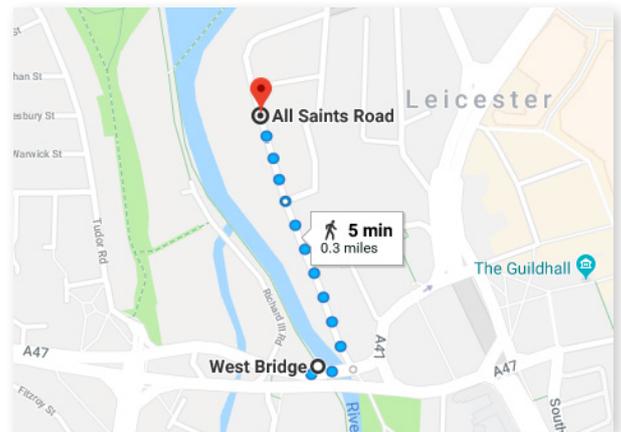
west bridge



5 minutes

services:

13 18 19 20 48 50 51 52 104 153  
158 162 X6



### St Nicholas Circle



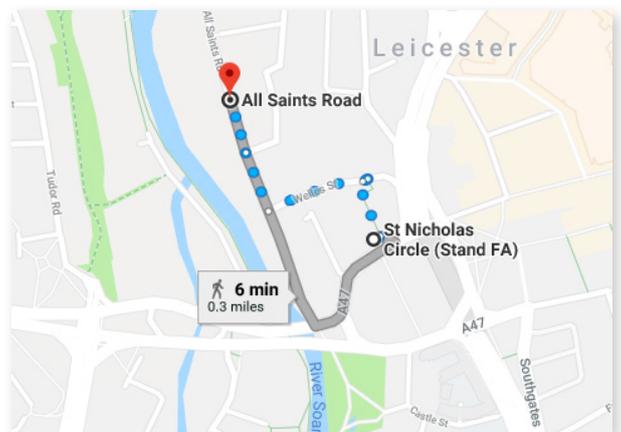
stand FA



6 minutes

services:

13 18 19 20 50 51 52 80E 104 153 158  
UHL Hospital Hopper



### Jubilee Square



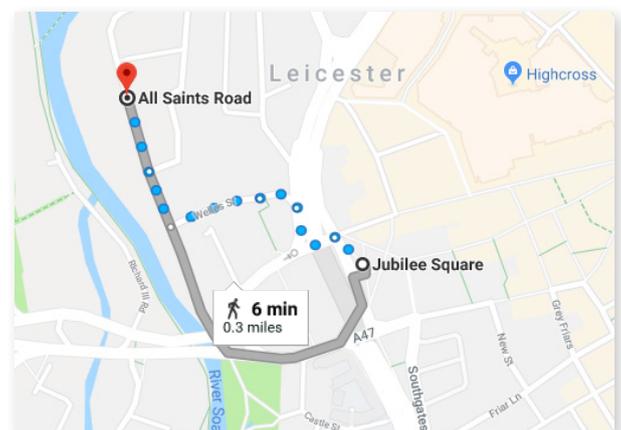
stands FB, FC & FD



6 minutes

services:

13 18 19 20 48 50 51 52 80E 103 104  
153 158 162 203 UHL Hospital Hopper



## St Margaret's Bus Station



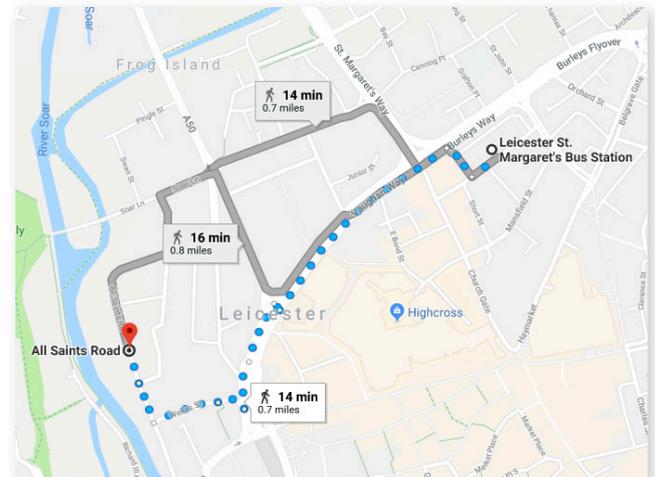
st margaret's



14 minutes

services:

National Express



## Haymarket Bus Station



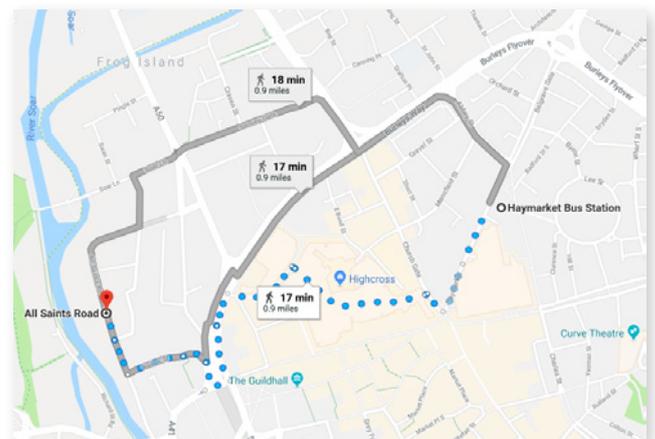
haymarket



17 minutes

services:

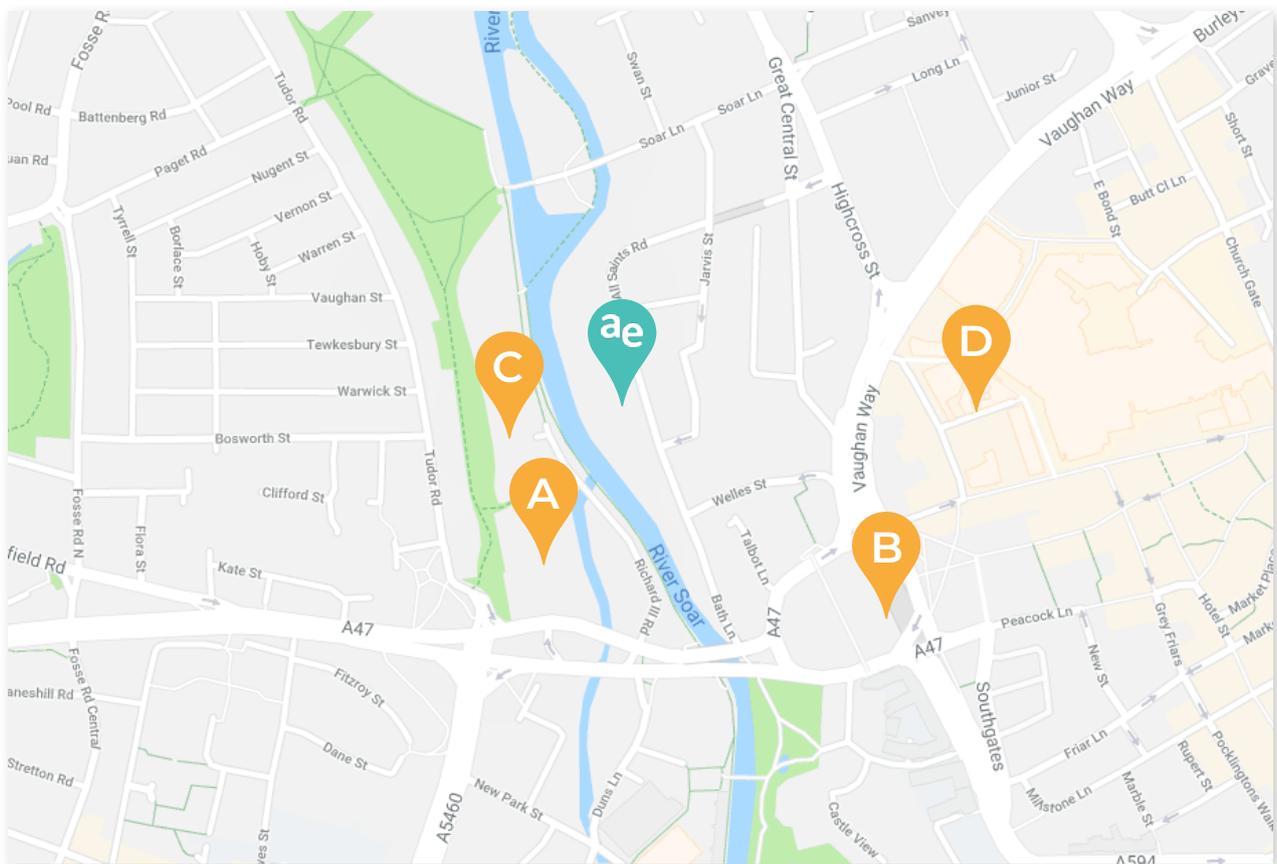
various



## Alternative Car Parking

We apologise in advance if there aren't any car parking spaces available upon your arrival. Friars Mill is a shared office complex and we see a high number of guests visiting the premises.

There are a number of alternative car parking options close by, should you need to park elsewhere.



- A [Brittania Car Park](#) ( 🚶 6 mins )
- B [NCP Car Park St Nicholas Circle](#) ( 🚶 7 mins )
- C [Richard III Road Car Park](#) ( 🚶 8 mins )
- D [Highcross Rooftop Car Park](#) ( 🚶 9 mins )



## COVID 19

Your health and safety is our priority and this will not be compromised.

To achieve our aim of being Coronavirus free, we must work together. No one is above the guidance and we must all work together to avoid contamination. So, the following is a step by step to help you through your day/visit and achieve the most comfortable and safe working day for you, your family and everyone at AE.

We please ask that whilst you are visiting Friars Mill, you take note of the following:

- Avoid Contact with others and surfaces that have been touched by others.
- Do everything you can not to touch your face or hair.
- We ask that you wash your hands for 2 minutes at least once an hour, sanitising them regularly, but most particularly on entry and exit to the office space/studio/meeting rooms.
- Keep a social distance of at least 2 metres.
- If you have to cough or sneeze do so into your elbow or in a tissue.
- You should only bring essential items to the office/studio. You must limit the movement of items between your home/hotel and the office/studio as much as you can possibly manage. If you are not going to use it – please don't bring it.
- Please wear your own mask and sanitise your hands prior to entering the Friars Mill estate. Masks must be worn at all times while in the Friars Mill building.
- When issued utilise your visitor contactless key card / fob to gain access to the building and all other doors – try not to touch the activation pads where possible and ensure you wear your fob around your neck (using one of the lanyards provided) for the entirety of your time onsite. (Sanitise your key card as and when you can).
- On entry to the main Friars Mill building – there is a sanitisation station immediately to your right. Please use this before proceeding.
- If you use the lift, please ensure you do this one at a time and never share the lift space with another. Whilst waiting for the lift, please keep at least 2 metres from the doors of the lift to avoid crossing paths with anyone exiting. Limit interaction with the lift buttons where possible, and if you can utilise a cloth or tissue to do so, throwing it away as soon as you can.



## COVID 19

### Associate Events Office

- If you are taking the stairs to make your way to our office on the 2nd floor. If you can help it, please do not touch the handrail.
- When you reach the office, you will notice an automatic sanitisation station. Please sanitise your hands.
- There is a one-way system in place throughout the office. As we only have one point of entry and exit, please note that those entering the office take priority and those exiting the office should Give Way to those entering. Please follow the one-way circuit at all times, no matter where you are positioned in the office space.
- The office will be restricted to 1 person moving around the office at any one time to restrict contact.

### Toilets

As part of the shared spaces within the building, our visitors will need to utilise the shared toilets of the building. Following the points made on 'exiting the office' above, please leave the office space/studio and visit the level one toilets, which are designated to the AE staff only. This is recommended to avoid further transmission with other units on our level. Antiseptic sprays and paper towel roll is provided in communal toilets and kitchens around site, as well as in meeting rooms and the changing area. This supplements the existing cleaning regime. Prior to using communal facilities, please spray the following areas, wipe, and dispose of the paper towel in the toilet before washing your hands:

- Tap handle.
- Door handle, lock, and grab rail.
- Toilet seat and flush handle.
- Any other surface you are likely to touch, for example toilet roll dispenser, toilet brush handle, sanitary bin.
- Please wash and dry your hands, before exiting toilets carefully to avoid breaking the 2m rule with anybody outside.

## COVID 19

### Shared Space at Friars Mill

'Safe areas', or 'passing points' will be created in each corridor and stairwells, to provide adequate distance between users.

Examples of using site safely are as follows:

- At the watercooler. If you hear the toilet door unlock, please step back to the safe area, until the user has left.
- Kitchens, Bike and Bin Stores, Lift, Changing area, toilets. Only one person to use the space at a time. Return once the user has vacated. All touch points in kitchens, toilets, and the changing area must be sanitised before use.
- Smoking area. Remain 2m apart from other smokers. The fence is not 2m wide, so does not constitute a barrier against COVID-19.
- Corridors. If somebody is approaching, please retreat to the safe area until they have passed.
- Staircases. Only enter the staircase if you believe it to be clear. Obey a 'halfway courtesy', so the person nearest a landing should retreat to a safe area.
- Reception. The desk provides a natural safety shield. Please do not lean across the desk to talk to whoever is behind it.
- At the front doors to Friars Mill, utilise the sanitiser before pressing the green button to exit and if possible, push the door with your shoulder rather than your hand to open. Once outside, sanitise your hands with your own provision of gel – and leave the premises.

We thank you in advance for your co-operation with the above. Should you have any queries, please do not hesitate to contact a member of staff.

0116 464 5995 | [hello@associate-events.com](mailto:hello@associate-events.com)



# associate events

events | production | brand | pr

Thank you



Company Number: 07148094  
VAT Number: 256982752