Etc Venues – 8th Floor, 11 Portland Street, Manchester, M1 3HU

Operational Strategy

Operational Hours

- The lease agreement for the demise allows access to the building 24 hours a day 365 days a year
- Most Meetings and Conferences being held at the venue would be during normal office hours.
- The venue would be opened and closed on a daily basis by the Venue Operations team led by the Venue Manager.

Visitor Arrivals and Departures

- Directions to the Venue will be available on the etc.venues website and forwarded to the meeting/conference booker.
- Arrivals will be staggered between 0800 and 0930 and departures between 1700 and 1830 depending on the start and finish time of the event being attended.
- Attendees will be directed to arrive and depart the venue via the Aytoun Street/Portland Street entrance.
- A member of etc.venues staff will be available in the Aytoun Street Lobby between 0800 and 1000 to ensure all attendees are moved through and up to the 8th Floor quickly to avoid congestion in the building lobby.
- Signs regarding quiet and quick dispersal will be placed in view of attendees that may be leaving after 2000.

Deliveries

- Food deliveries will be made daily Monday to Friday usually between 0730 and 1100. The restrictions noted in condition 3 of the planning permission will be complied with.
- All deliveries will be made via the service yard accessed via gates on Major Street.
- Small Courier deliveries will be made via the Aytoun Street or Minshull Street Entrances.