



THAT event company LTD
44 Beech Road
Wheatley
Oxford
OX33 1UR

Thank you for taking the time to read about us and how we are working to minimize the impact of COVID-19 on our team, clients and the local community.

We are truly responsible for our actions and in times like this we need to pull together to support those most in need.

We have waived our right to charge fee's on any cancellations so far, even if it has cost us money – we are all in this together and we must help where we can.

That event company will be going into hibernation and as such our team will be required to work from home when possible - I have asked my team to spend their work & free time helping their neighbours, family and the vulnerable in a responsible and safe way.

There will be no disruption to the service we offer clients throughout this difficult time

We are offering a few different solutions to assist our corporate and educational clients with high quality web streaming, green screens, online webinars and presentations.

Any events we undertake will be undertaken with the below cautions in place;

Any staff with underlying health issues will not attend

Any staff that have any symptoms will not be able to attend any sites for 21 days

All events will be undertaken by smaller teams than usual, different teams will remain separate for the foreseeable future and these teams will be allocated their own equipment and vehicles to use

As standard, everything will be cleaned before and after an event and personal hygiene is of paramount concern.

We would like to also reassure our clients that we are open for business and here to help the community.

Yours sincerely

A handwritten signature in black ink, appearing to read "James Walton".

James Walton – 18-03-20

