# De Ruwenberg



### Welcome

It is almost summer and our beautiful estate is in full bloom. It has been a quiet period and that is why we look forward to welcoming you again.

Above all, the health of our guests and staff is our first priority. Over the last couple of months we implemented the 1.5 meters distance guidelines imposed by the RIVM regulations.

However these regulations will not affect our service and hospitality. Are you curious how we are going to do this?

We would like to tell you more about it.

See you at De Ruwenberg!

#### Vasfi Isitan

Director



#### General

In order to comply with the guidelines of the RIVM, De Ruwenberg has taken a number of measures to make the situation workable for you and our employees. As said, everyone's health is our first priority.

Keep 1.5 meters distance. Also pay attention to the markings on the floor.

There are disinfection points placed at the reception, the meeting rooms, the coffee lounges, the restaurant, the hotel facilities and the sanitary facilities.

There is a separate entrance and exit at the castle, which are clearly indicated on arrival and departure.

If necessary, our employees wear protective equipment and everyone wears a name badge, so that we are always recognizable.

Before using the toilet, first read the toilet protocol at the entrance of each toilet group.

In our Ruwenberg app you can ask questions during your stay. You will receive a personal login code before the start of your stay.

Of course you can use our 14 ha garden, but also observe the guidelines here.

We have placed protective screens at the reception desk and in the restaurant to protect our guests and our employees.

Keep right in the hallways. Our location has very wide corridors, so there is always a safe way to pass.

Contamination-prone areas are disinfected every hour. Together with our hygiene partner, we have drawn up a very extensive cleaning and disinfection plan.





# Hotel

Have you booked hotelrooms as well? You will find more information below.

Please check in and out one guest at a time.

Our sports and wellness facilities are open. Information is available at the reception desk.

If you would like to hand over or receive something, place it on the counter and avoid physical contact.

Preferably use the stairs to go to the right floor. If this is not possible, please use the elevator with a maximum of one person at a time (More persons is possible in case of a household.

Pay by card or contactless, we prefer no cash.









### Meeting Rooms

De Ruwenberg has four different wings, each with its own entrance and exit, lounge with coffee corner, terrace and hotel rooms. This makes it possible to rent one wing exclusively for your meeting. In addition, the meeting rooms of De Ruwenberg are set up in a way that the guidelines of the RIVM are also guaranteed here, such as the 1.5 meters distance measure. The following points also apply in all our rooms:

All meeting rooms are equipped with disinfection stations.

A laptop from De Ruwenberg is available in the meeting room. If you provide the presentation in advance, we will ensure you that it is ready at the beginning of your meeting.

Our employees will guide the guests when entering and leaving the rooms.

Upon entering, the first guest must be seated on the last seat. On departure, the guest sitting in chair closeds to the exit will be the first one to leave the room.

Break times are coordinated with one of our employees of the reservations department.

The points above are also shown at the start of the meeting.

Below you will find an overview of the differtent arrangements that are possible taking the 1.5 meters distance in account.

Meeting rooms	m²	Amount	Size	School	Theater	Board	U-shape	Circle
				===	## ##			0
Atrium	280	1	22,5 x 12,5	72	90	0	36	40
Amfitheater	190	1	14 x 14	50	0	0	0	0
200m² room	200	1	14,5 x 14	42	54	0	27	37
120m² room	120	3	8 x 15	28	35	0	12	27
65m² room	65	5	11,6 x 5,6	18	20	0	10	12
40m² room	40	3	7 x 5,5	9	10	0	5	6
20m² room	20	26	7 x 3	0	0	2	0	0
Castle room	70	1	10 x 7	0	0	8	0	0
Fireplace room	47	1	10 x 4,7	0	0	4	0	0

# Food & Beverage In the lounges

We have made a number of adjustments regarding the food and beverage in the lounges:

Sweet and savory treats are packed individually.

Break times are coordinated with the reservations department, so there are neve too many people in the lounge at the same time.

Softdrinks and waters in the lounges are served in bottles. Carafes will not be used.

Coffee and tea jugs are not used. Guests can get their own coffee and tea from our machines. These will be disinfected regularly.





# Food & Beverage

#### In the restaurant

The restaurant has also been prepared in accordance with the guidelines of the RIVM. In the restaurant, the walking routes and queue areas are clearly indicated. Our staff will not clean any tables as long as guests are at the table. Our staff will direct guests to the correct table.

We have decided to work with time blocks for breakfast, lunch and dinner.

Our opening hours are:

Breakfast from 06.30 am to 10:30 am

Lunch from 11.30 am to 2:30 pm

Dinner from 5:30 pm to 10:00 pm

Of course, we will continue to work with high-quality (regional) products. What can you expect?

#### **Breakfast**

We serve a breakfast with an extensive choice of bread, yogurt and fruits. We would like to serve you an omelet at the spot.

#### Lunch

During lunch we will serve a two course menu.

#### Dinner

During dinner we will serve a three course menu of choice.

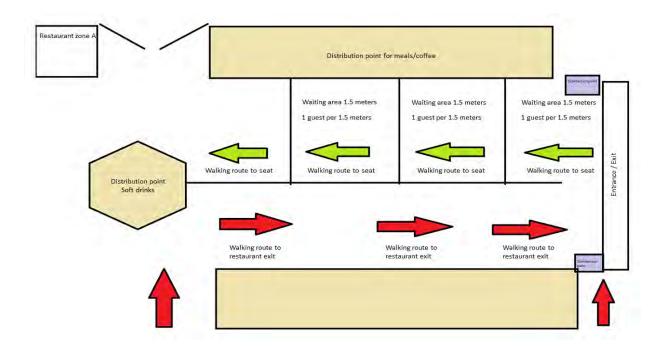


# Walking and waiting lines

Lines and walking route arrows are placed at critical points to prevent guests from getting too close to each other.

We also have an extensive cleaning and Food & Beverage protocol, which can be viewed on request.

The walking lines in our restaurant are as follows:





# De Ruwenberg

















