

# The Barracks

STIRLING

**Frequently Asked Questions (FAQs)**

# The Barracks Conference Centre - **Facilities Bookings during Funder Plus test phase for eligible grant holders:**

Frequently Asked Questions  
(FAQs)



## ELIGIBILITY

### **Who is eligible to book The Barracks Conference Centre during this test phase?**

The offer is available to all organisations that have received a grant from us (either paid or pledged) since October 2020 under our new Strategy. This excludes those in receipt of continuation awards extending activities under our previous Strategy, and it also does not include those with grants awarded by other institutions. Where there is capacity, our tenants, and neighbours 'on campus' at The Barracks will also be able to book meeting space, on a paid basis.

### **Is the offer open to recent grant holders, whose funding may have come to an end?**

We know that some of the single-year Wee Grants awarded since October 2020 under our new Strategy for Wee Groups might have finished. However, we still want them to be included in this test phase.

### **Why is this invitation to the Trust's grant holders restricted to those awarded funding since October 2020 under our new Strategy?**

Everything we do is linked to our [ten-year Strategy](#) and to ending poverty and trauma in Scotland. As such, we are making this offer to organisations who have received funding or had funding pledged since the Strategy launch October 2020, who share our vision and with whom we have existing links. This will enable us to test demand for meeting space from more than 600 charities and constituted groups throughout Scotland. We will keep eligibility under review during this test phase. Our tenants and neighbours 'on campus' at The Barracks will also be able to book meeting space where there is capacity on a paid basis.

## THE TEST PHASE

### **When does the test phase start and end?**

The offer to book meeting space at The Barracks is open from 14th February and will end on 26<sup>th</sup> August 2022. We will monitor the take up of the offer by eligible grant holders throughout the test phase to ensure that we maximise the support on offer.

### **Are you currently open for events?**

In line with Scottish Government requirements and guidance, we will be taking bookings for meetings and events from the organisations outlined above from 14<sup>th</sup> February until Friday 26<sup>th</sup> August, when the test phase ends.

If you are an eligible grant holder, or a charity based on the Barracks campus and would like to host an event at The Barracks Conference Centre, we ask that you contact the team who will discuss your requirements with you. We will always observe the latest Scottish Government guidance. The Barracks Conference Centre will not be open to any other external bookings at this time.

### **When will the Conference Centre open for bigger or paid-for events?**

During this test phase, we will operate fully in line with Scottish Government requirements and guidance. We will review the maximum number of participants as the rules change and as we can open the Conference Centre to full capacity. We will learn about how visitors to The Barracks want to use meeting and events space in the coming months. This will inform our review of its longer-term use and how best we can support grant holders and other organisations.

### **Can We make a booking for later in the year after the test phase?**

We will use the test phase to help inform the longer term offer by The Trust. Until then we will not be taking any new future bookings, after the test phase end date of 26<sup>th</sup> August 2022.

### **If I am NOT an eligible grant holder, can I make a paid booking during the test phase?**

Unfortunately, we can only accommodate those eligible under the test phase during this time.

## **MY BOOKING**

### **What is the maximum capacity for an event?**

Including the current requirement for having 1 metre distancing at indoor events, the largest event we could host would be for 47 people. Below is a list of all of the rooms available, including their capacity (with and without distancing):

Where rules state 1m distancing is required:

Conference Centre	47 people
McNeil	25 people
Macphail	18 people
Kelly	4 people
Stevenson 1	1-6 people
Stevenson 2	2-4 people
Stevenson 1& 2 combined	10 people

Where rules state that no distancing is required:

Conference Centre	175 people
McNeil	40 people
Macphail	32 people
Kelly	8 people
Stevenson 1	1-12 people
Stevenson 2	2-8 people
Stevenson 1& 2 combined	20 people

### **Can we run hybrid events of in-person and on-line attendance?**

We have experience of and capacity to run hybrid events but please contact The Barracks team to discuss your specific requirements before booking. They will be able to advise you better once they have spoken to you about your particular needs.

## **THE BARRACKS CONFERENCE CENTRE**

### **Do you have free WiFi?**

Yes, WiFi is available throughout the building and guests will have full access during their visit.

### **Is car parking available on site?**

The Conference Centre is located a five-minute walk from Stirling railway station which makes it easily accessible for most by public transport. For those accessing The Barracks by car, a public car park is adjacent to the venue and costs around £2.50 per day.

We have six accessible car parking spaces available on site. Please let us know if you require a space before your visit.

### **Do you have accessible facilities?**

Yes, we have accessible entrances, toilets on both levels and a passenger lift.

An acoustic loop is also available. Please contact us for full details, or to let us know how we can ensure your visit is as comfortable and accessible as possible.

## **TERMS AND CONDITIONS**

### **What are the terms and conditions of booking?**

We have revised our terms & conditions operating during the test phase in line with our Strategy. We will only host meetings and events that support your grant funded activities. As the offer is open to eligible grant holders, this enables us to ensure that the organisations and groups booking the facilities are using the spaces in line with our funding policy and strategic objectives.

For example, we are happy to host:

- Staff Meetings
- AGMs
- Staff Training sessions
- Annual Conferences (if free to attendees)

We are unable to host:

- Drop-in surgeries
- Training courses or services for charity beneficiaries
- Paid-for events/events that incur a surcharge to attend

Should you need to cancel your booking or should there be a requirement to do so by either party on public health grounds, we will work with you to offer an alternative date.

**What costs are involved?**

The use of meeting space is offered free of charge to our eligible grant holders who have had funding approved or pledged since October 2020. However, should you require catering services for your booking, this will be charged separately. Our team is happy to arrange catering for you.

Our Caterers have a varied menu and can accommodate any dietary requirements. All food is served boxed and sealed in vegware containers. Please enquire directly for full details and catering options.

**What do you mean by fair-use?**

While bookings during the test phase, we will operate on a first-come-first-served basis, we will make sure that bookings are open to all our eligible organisations. We will aim to accommodate as many requests as possible and so we will have a limit of one booking per organisation during this test phase. We will also need to ensure that there is sufficient time between bookings to allow for necessary cleaning, in line with Scottish Government requirements and guidance.

If you would have liked to make more than one booking, please let the team know when you speak to them. Although they will not be able to accommodate more than one request, it will enable us to gauge demand during this test phase which will help to inform how we use the building in future.

**BOOKING****How do I book a meeting or event?**

If you have any enquiries or want to make a booking, please contact The Barracks team at 01786 641800 or [bookings@thebarracksstirling.org.uk](mailto:bookings@thebarracksstirling.org.uk)

Please note to check eligibility we will need you to provide your Robertson Trust grant reference number as well as a description of the event, so please have this information available at time of booking.