

Booking Policy for The Barracks Conference Centre

INTRODUCTION

- 1.1 This policy sets out the key information on booking space at The Barracks Conference Centre. It should be read in conjunction with The Barracks Conference Centre Booking Terms & Conditions, the current version of which can be viewed here: https://www.therobertsontrust.org.uk/media/hy4dfqhn/terms-and-conditions-january-2023-675617764_1.pdf

This policy is correct at 31 January 2023 and will be subject to review and possible revision in line with The Robertson Trust's delivery plan.

OPENING HOURS FOR ROOM BOOKINGS

- 2.1 Organisations can book a meeting room at The Barracks Conference Centre between the hours of 8.30am and 5.00pm, Monday to Friday. There may be times when certain events cannot be accommodated due to capacity and scheduled staff training events. As far as possible, alternative dates will be offered.
- 2.2 We will keep our opening hours under review. At this stage however, we are unable to take new weekend bookings. We may be able to accommodate occasional evening bookings if capacity allows. Please check with us at: bookings@thebarracksstirling.org.uk

3. DO YOU OFFER FREE OR DISCOUNTED BOOKINGS?

- 3.1 **Eligible grant holders** of The Robertson Trust (namely organisations that have received or had funding pledged since October 2020 under our [current strategy](#)) are entitled to two free-of-charge bookings in any calendar year. This **Funder Plus offer** does not apply to conference bookings, that is events of 50 people or more, where a Day Delegate Rate is charged. Please refer to the fact that you want to utilise your free-of-charge booking entitlement when making your booking enquiry and tell us your award reference.
- 3.2 A 25% discount on either our charity or standard room booking rate is offered, subject to availability, on the first booking made and completed **by 30 June 2023** by the following **other organisations**:
 - 3.2.1 **our tenants** at Kintail House and Cameron House who are not otherwise eligible for the Funder Plus offer and **our neighbours** on The Barracks campus at Jubilee House and Moray House. This offer does not alter the term agreed within tenant leases.
 - 3.2.2 **within the FK postcode area only**, all other registered charities and constituted groups (discount applies to the charity rate) and other organisations (discount applies to the standard rate). We welcome bookings from commercial organisations, but the share of booking slots available is restricted by the terms of our lease. If you would like to make a discounted booking for the period prior to 30 June 2023, please make

it clear in your booking enquiry on what ground you are eligible for a discounted rate.

3.3 Please note that both Funder Plus (free-of-charge) and discounted rates (FK postcode) apply to the cost of **room bookings only**. Any additional costs (e.g. catering) will be charged at the agreed rates at the time of booking.

3.4 For other all other organisations wishing to book meeting space, the advertised charity or standard rate will apply.

4. **ARE THERE ANY RESTRICTIONS ON BOOKINGS?**

4.1 We do not generally accept **block bookings** e.g. weekly repeat appointments. This is because we want our facilities to be available to as many organisations as possible. Having block bookings would limit the opportunities that others have to use The Barracks Conference Centre.

4.2 We will however consider repeat bookings where the intervals are infrequent e.g. quarterly board meetings, AGMs or follow-up events. Please contact bookings@thebarracksstirling.org.uk or call us on 01786 641800 if you are interested in making a repeat booking in these circumstances.

4.3 Our mission is to work with grant-holders and partners to alleviate poverty and trauma in Scotland. We are committed to funding and supporting organisations who share our mission and as such, **we will prioritise charities, constituted groups and other non-profit bodies**, including in the public sector, when it comes to room bookings. In order to achieve this objective, we will limit bookings by commercial organisations as a whole to 20% of all bookings.

4.4 Conference bookings at The Barracks - as distinct from booking other meeting space - are currently limited to two per week, with a clear day in between, while we test demand and capacity.

5. **WHAT ELSE SHOULD I BE AWARE OF?**

5.1 The [Booking Terms & Conditions](#) apply to all external bookings at The Barracks Conference Centre. Please ensure you read these Terms and Conditions in full before making a booking.