

# What are the rules for Corporate Events in Scotland? - Frequently Asked Questions



## COVID- 19

This information has been created to help you safely plan your corporate event or conference at The Brunton while adhering to Scottish Government guidance.

If you require further guidance please contact the Events Team on 0131 665 9900 or email [info@thebrunton.co.uk](mailto:info@thebrunton.co.uk)

## CORPORATE EVENTS / CONFERENCES

**Q. Can I hold a conference, seminar or business meeting at The Brunton?**

**A.** Yes from 17 May, The Brunton will be re-opening.

**Q. How many attendees can attend the conference, seminar or business meeting?**

**A.** In Scotland the numbers below can attend. However the final number depends on the physical distancing measures in place.

- Level 2 – anticipated on 17 May – 100 attendees
- Level 1 – anticipated by 7 June – 200 attendees
- Level 0 – anticipated by end of June- 400 attendees

Please note the following guidance:

### CABARET STYLE SEATING AT TABLES:

- 2 metre physical distancing between tables is the current default for non-catered event areas.
- 1 metre physical distancing between tables is the current default for catered event areas and in the bar lounge.

### SEATING IN THE RETRACTABLE SEATING BANKS:

- 2 metre physical distancing between seats and rows is the current default for seating in the seating banks.

Please note the following guidance:

- Level 2 – anticipated on 17 May – A maximum of 6 people from 3 households may be seated at each table with different households being physically distanced.
- Level 1 – anticipated on 7 June – A maximum of 8 people from 3 different households may be seated at each table with different households being physically distanced.
- Level 0 – anticipated by end of June – A maximum of 10 people from 4 different households may be seated at each table with different households being physically distanced.
- Attendees should be seated as soon as possible.
- Attendees must have allocated seating for the duration of the event.

The **actual** number of attendees permitted at The Brunton will be confirmed following discussion with the Events team and is dependent on the following:

- Whether or not your event is fully catered.
- The number of people from different households who will be seated apart and together
- The number of different households that will be attending
- The number of children under 12 attending
- The proposed layout of the tables

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**Event bookers must not proceed with arrangements until the number of attendees permitted to attend the event is discussed and agreed with The Brunton's event team.**

## **Q. Do I need to submit a list of attendees to The Brunton prior to the event?**

**A NON-TICKETED:** In order to ensure that the agreed number of attendees has not been exceeded, it will be necessary for the Event Organiser to submit a list with the household groups and numbers to the Brunton a minimum of 2 weeks in advance of the event. This will also be used for the table layout and for Test and Collect purposes.

**TICKETED:** For ticketed events, The Brunton is operating a ticketless system through its online booking system. Attendees will book a ticket online or through the phone and an e-ticket will be emailed. A list of attendees will be extracted from the online system prior to the event and will be used for checking those attending and for Test and Protect purposes.

A separate booking form should be completed by the Event Organiser if you intend to make use of the online booking system.

## **Q. Do attendees need to wear face coverings?**

**A.** The use of face coverings is mandatory for attendees as well as staff in indoor premises. Staff and attendees must wear face coverings for entering, exiting and moving around the Brunton, other than when eating and drinking. Exemptions for vulnerable individuals apply.

## **Q. Will attendees need to be physically distanced when they arrive at the venue and throughout the building?**

**A.** We have floor markings in place to guide people through the venue at 2 metres physical distancing. This changes to 1 metre physical distancing in the lounge bar and in the fully catered areas. Attendees will be required to adhere to the measures in place on arrival and throughout the building. The Brunton's Events Team will be on hand to guide attendees and answer any questions.

## **Q. Do attendees need to use hand sanitiser?**

**A.** Hand sanitiser stations are positioned throughout the Brunton at the entrance to the Venues and outside the public toilets. Attendees are required to make regular use of the hand sanitiser and to adhere to the queuing policy in place for the use of the public toilets. The Brunton's Events Team will be on hand to guide attendees and answer any questions.

## **Q. Can I play music at the event?**

At present only low level music is permitted. Speeches are allowed as our halls are ventilated but must be amplified via electronic equipment.

## **Q. Do the contact details of all the attendees need to be recorded?**

**A** Yes – we are participating in the Government's Test and Protect scheme. The collection of contact details of all attendees is mandatory and will be collected by The Brunton as attendees arrive. The following information will be collected:

- name of each customer
- a contact phone number for each customer
- date of visit, arrival and where possible, departure time

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In addition, The Brunton has registered with The Check in Scotland service which will enable visitors to the building to quickly and securely provide their contact details by scanning the official Test & Protect Check in Scotland QR code in the venue via their smartphone camera or by downloading the Check in Scotland app.

Any contact details collected will be held in a secure, encrypted data store unique to each venue for 21 days. Unless information is requested by public health officials as part of their contact tracing efforts, visitor data is automatically deleted on day 22. Venue and visitor details will not be used for any other purpose.

Online links: [Brunton Privacy Notice](#) [Check In Scotland App Info.](#) [Scot Gov Test & Protect](#)

### **Q. Can the licensed bar open and when does it need to close?**

**A.** Please note the following guidance in force:

- In Level 2 closing time is 22.30 with alcohol on sale
- In Level 1 closing time is 23.00 with alcohol on sale
- In Level 0 closing time is in line with The Brunton's licensing requirements.

Table service is required at all Levels.

### **Q. Who is responsible for ensuring that guests follow the Covid-19 safety measures?**

The Brunton Events Team will ensure that all the Covid-19 operational safety measures for the building (e.g. cleaning, floor markings, hand sanitisers, notices, seating layout, queuing arrangements, bar and catering facilities and event stewards) are in place for the event. The Event Organiser is responsible for issuing a copy of the FAQs to all attendees in advance of the event and for advising attendees of the need to adhere to the Covid-19 measures. The Events Team will work closely with the Event Organiser to ensure that the event runs smoothly and that Covid-19 measures are being adhered to.