

— Welcome to BT Murrayfield —



Home of Scottish Rugby

Safe, trusted & good to go

Welcome

At BT Murrayfield, to keep everyone safe we have set out some guidelines when running your events. These guidelines detail the specific measures that are being taken to ensure your events take place.

This plan will keep changing and evolving to ensure it remains up to date, relevant and effective.

It means we have to do things differently, but we will still be putting you first, doing whatever we can to make your time with us enjoyable as is possible.

Social Distancing

Sometimes this is not as easy as it sounds, but we have put together some steps to ensure that we are doing all we can to facilitate this for all our guests.

Guests will be asked to practice social distancing and reminded with floor markings and signage.

Room layouts will be arranged to ensure appropriate distancing or maximum capacities are introduced. Delegates will be given an information sheet prior to and on arrival detailing their responsibilities.



Web: www.scottishrugbyhospitality.org
Email: enquiries@murrayfieldexperience.com

Contact the team on:
Tel: **0131 346 5250**

Arrival

- Prior to arrival the meeting guidelines will be set to the organiser to distribute to all guests
- One way system implemented using ropes and poles
- Meet & greet staff to ensure directions are followed
- Hand sanitiser stations
- Social distancing signage in key areas
- Social distancing messages on reception screens
- Registration desks to be spaced out to facilitate social distancing
- Lift/stair stewards to ensure social distancing and hygiene measures are followed

Guest Movement

- Floor markings showing social distancing
- Clear directional signage
- Implementation of a one way system using ropes and poles
- Using separate doors for entrance and exit of a room
- Floor stewards to ensure directions are followed
- Toilets marked for social distancing

Hygiene Regime

- Hand sanitiser will be provided in all areas
- Increase the frequency of cleaning and sanitation schedule for all areas, paying specific attention to guest touch points and high traffic locations
- Disposable paper towels will be available for hand drying in addition to the hand dryers in all toilets
- All linen will be removed and placed in sealed bags, and sent for cleaning and disinfecting
- All cutlery, crockery and glassware will be cleaned and disinfected
- All staff to be provided with face coverings, gloves and aprons where social distancing can not be maintained

Catering

- Social distancing measures in place with tables 2m apart
- Sanitised tables between seating
- Clear entry and exit procedures
- Hand sanitiser station upon entry and exiting for delegates use
- Cutlery roll ups
- Single use condiments
- Team members to wear single use gloves when serving, clearing and sanitising tables
- Buffet stations set with screen guards
- Delegates will have no contact with service utensils and plates on buffet line
- Once plate is complete with choices the plate will be covered and picked up at the end of the buffet area observing physical distancing
- Grab and go option offered
- Pre-plated individual desserts and fruit available

Meeting Space

Room layouts meet specification but have entry and exit points for delegates, while maximising the capacity in the room and observing social distancing guidelines.

- Conference stationary removed from rooms and provided on request
- Use of disposable items or those which can be sanitised
- Meeting rooms, all equipment sanitised during breaks
- All tables and chairs to be sanitised during lunch
- All equipment will be sanitised at the start and end of each shift.
- Cleaning kit available in meeting room for clients use during the day
- Hand sanitiser will be provided in meeting space
- All staff to have a designated individual standing area in room to allow for as little contact with each other and delegates

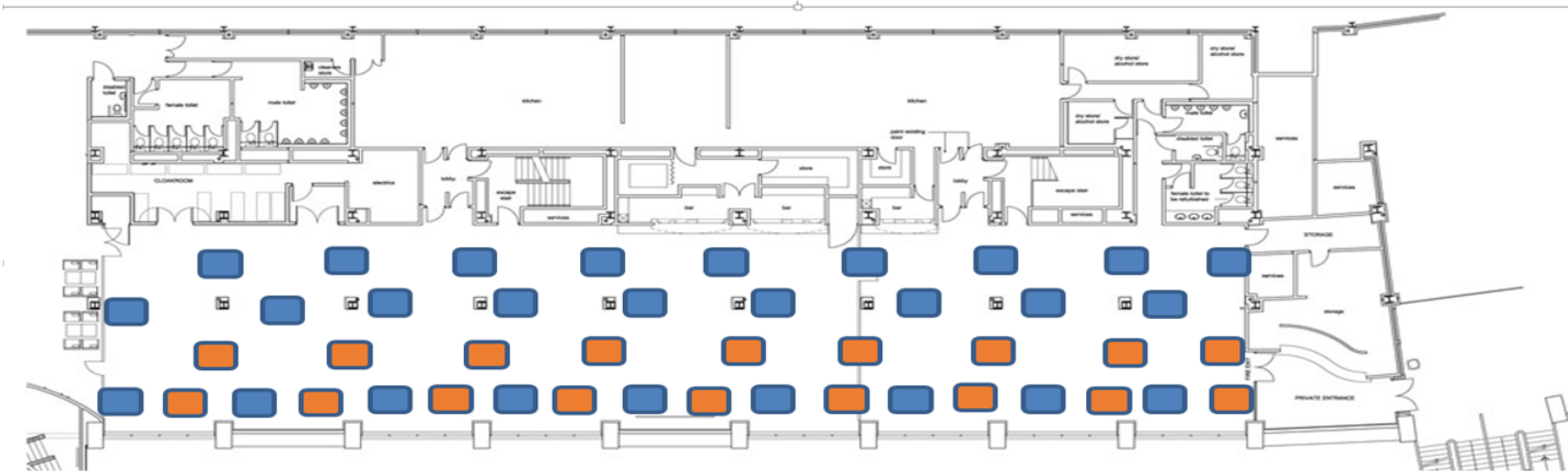
Responsible Delegates

We will rely on all our delegates to do their bit in ensuring the safety of all. Delegates will be given written instructions on respecting physical distancing measures in the meeting room and social areas.

Meeting organisers will be asked to outline measures for entering/leaving rooms, congregating at breaks and lunch times, at the beginning of the meeting. Delegates will be asked to remain in allocated seats, for the duration of meeting.



The President's Suite



The President's Suite

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About The Suite

The President's Suite is the main function space within the stadium and make up the famous West Stand within the iconic BT Murrayfield Stadium. The Suite can accommodate up to 1200 delegates for a main plenary session.

Also suitable for a trade or consumer exhibition, there is ample parking on-site to support this type of event.

The suite is used extensively for award dinners and celebrations of various sizes, with a range of suppliers we can recommend to help with everything from AV requirements, to theming and entertainment to support your event.

Info

Room Capacity	Dimensions	AV Specification	Room Specification
<i>Theatre:</i>	<i>Length:</i>	<i>13 Amp Sockets:</i>	<i>Air Conditioning: Yes</i>
<i>Cabaret:</i>	<i>Width:</i>	<i>3 Phase:</i>	<i>Wi-Fi: Yes</i>
<i>Classroom:</i>	<i>Area:</i>	<i>Integrated AV System:</i>	<i>Blackout Facilities: Yes</i>
<i>Boardroom:</i>	<i>Height:</i>	<i>Telephone Points:</i>	<i>Windows: Yes</i>
<i>U Shape:</i>	<i>Door Height</i>		
<i>Lunch / Dinner:</i>	<i>Door Width</i>		
<i>Reception:</i>			



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