

The Melting Pot – Events Spaces: Introduction

The Melting Pot is a spacious, serviced work and meeting space in central Edinburgh. We are a social enterprise and operate as a not-for-profit limited company.

The Melting Pot provides affordable, accessible and attractive work and meeting spaces for people working in the 'more-than-profit' community. Our members (the people that work here, full or part time) are all involved in social innovation. Our 2 events spaces are available for public hire.

We hope you'll enjoy your visit to The Melting Pot, and all who you meet here. *Please let us know if there's anything we can do to help make your event and visit successful.*



The Melting Pot
inspiration at work



Ethos:

The Melting Pot has an '**eco-funky**' design and a '**low carbon**' policy. The whole space has been **equipped with recycled and re-used goods**, from the 'Letts Diary' covered black café seating, conference seating, to the shelving, furniture and our bespoke leaf shaped 'cardboard' desks. The quality of these items is as good-as-new and ensures our venue is both practical and professional.

Recycling and reducing waste: We'd appreciate your help in:

- Recycling card, compost, glass, tins and paper in the bins provided.
- Avoid using plastic bottles of water/ juice - we can provide bottle or jugs of water.

Orientation and Facilities:

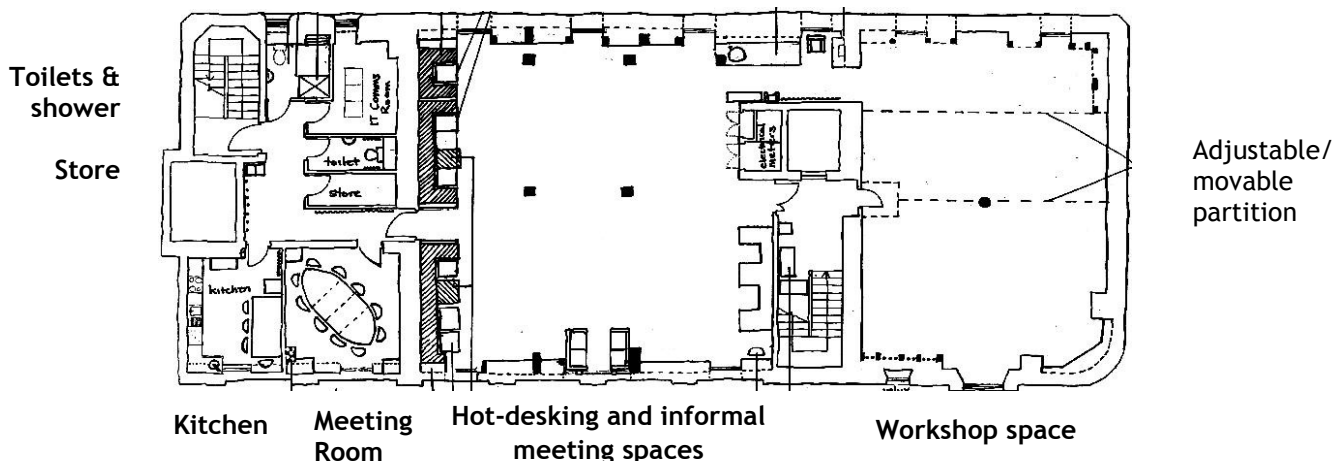
- The West has an accessible toilet with shower, the other has a baby changing unit.
- Our Members work at hot-desks and meet informally on the banquette seating in the Central Area.
- A Tea-prep area is located between the East Wing, and the Central Area.

Meeting Room: (200sq ft) During opening hours, this meeting room with Castle view is available for a *minimum of 2 hours* and then by the 1/2 hour. It has an extendable teak table which seats 4-10 people, and could seat up to 2 more for shorter meetings. We provide Reception Services. For guests of a full day booking, we'll provide additional Break-out Space if you are booking our lunch.

Workshop Space: (1080 sq ft) Is a beautiful, light and spacious conference room perfect for all kinds of events: training workshops, AGM's, public conferences or private gatherings. It is available by the 1/2 day, full day or evening allocated according to time slots.



Map of The Melting Pot West Wing Central area Tea Prep area East Wing



Included in the Workshop space fee:

- Up to 50 conference chairs
- A few small tables
- A large conference/meeting table for up to 20 people
- OR smaller tables for groups to sit around
- 2 Sofas
- 6 beanbags
- Projector Screen
- 1 Flipchart set: stand, paper and pens
- Lecturn
- Wi-fi Broadband Internet access
- Bottles of cold water
- Secure storage for your equipment during continuous multiple day bookings

Additional break-out space: If you need additional breakout space throughout your day of hire we may be able to provide some of the banquette seating located in our central area.

Catering

We serve tasty, fresh produce in an open buffet style.

- Our beverages, juices, fruit, snacks and biscuits are all Fairtrade and Organic
- Our Fabulous Soup is made and supplied fresh every day by a local chef: vegetarian/ meaty/ vegan options available. Bread, cheese and butter are all organic.
- Sandwiches and Salads are fresh and organic.
- Other menu options can be sourced for you if required.

We require a minimum of 36 hours notice to make arrangements for your catering (beyond tea and coffee). You are welcome to arrange your own catering; we can make suggestions if you like.

A self catering option is available, including the use of our catering equipment. Please see our terms and conditions.

A community at work:

Your guests will walk into and through the heart of The Melting Pot (the Central Area) where our 'Members' work. Our members are a diverse community involved in delivering social innovation. *We appreciate your respect for our members' need to work by reducing your noise whilst in this area.*

How to get here: You'll find us right in the heart of the city at No 5 Rose Street - above Fopp and The Abbotsford, behind the famous Jenners department store.

Press 'B3' at the glass security door to be let in.

Transport links and parking facilities:

National and Public Transport Links (Road, Rail, Air): Travel to The Melting Pot by public transport from anywhere in the UK couldn't be easier! We are just a few minutes walk from both the main train and bus stations (Waverley Train Station and St Andrew's Sq Bus Station). Or take any local bus that goes through the city centre and alight at St Andrew's Square or Princess Street (get off at the Scott Monument in Princess Street Gardens).

Airport buses go every 10 minutes from outside Edinburgh Airport or Waverly Station and take approximately 25minutes door to door. The cost is £8 return. <http://www.edinburgh-airport-guide.co.uk/transport.html>



Parking by the hour on a meter can be found all along St Andrews Sq and Rose Street. Longer term parking is best found at the NCP car-park under the St James Shopping Centre (marked on the map). The entrance is on St James Place at the East end of Queen Street/ York place. **Disabled Parking bays and Bicycle racks** are located on the South side of St Andrews Square and by Sainsbury's.