

The Melting Pot – Events Spaces: Terms and Conditions of Hire



The Melting Pot
inspiration at work

By returning a completed electronic booking form clients agree to the following terms and conditions.

1. Pricing

Current prices for room hire, AV equipment, catering and other goods can be found on the latest pricing guide. The most recent published price will be applied to all bookings received. Please see website or ask our event hosts for more information.

All prices include VAT at 15%. VAT registration no: 915836994

2. Booking process

All provisional bookings must be confirmed with a completed booking form and returned within 7 days; otherwise the room may be re-allocated.

A completed booking form must be received in order to confirm your booking with us; the booking form acts as our contract with you. Please email an electronic copy to bookings@themeltingpotedinburgh.org.uk, or Fax to 0870 123 1597

3. Termination, Payment terms, Payment methods

Written confirmation of your cancellation must come by email or fax and will be taken from the date you send it.

In the event of a cancellation, the following fees apply:

- **Notice of 7 days or less – full payment (room rate and any catering as below)**
- **Notice of 14 days or less – 40% of room hire cost only**
- **Notice of 1 month or less – 20% of room hire cost only**

The client hereby acknowledges that such cancellation charges are a fair estimate of the loss incurred by The Melting Pot due to the loss of other business.

Less than five working days before the date of the booking, numbers for catering cannot go lower than the number stated on the original booking form (or as agreed since). Please keep the number of changes to your booking minimal so as to help avoid error. In the event of a late cancellation, we will charge you for any perishable catering that has been made especially for your event.

We will invoice you by email, for the full amount due, AFTER the event. Please let us know if you need a paper invoice.

Payment is due within 7 days after the issue of your invoice. This will include any modifications made prior to your original booking request.

You can pay by:

- (i) cash - in advance and/or on the day
- (ii) cheques – made payable to 'The Melting Pot'
- (iii) electronic funds transfer - by bank transfer (our account details will be on your invoice)

You will be charged for any over-run, additional catering or service requests made on the day of hire; and for any breakages or damage.

4. Events Space: hire times, layout, capacity, and equipment

Meeting Room: (200sq ft)

Availability: during regular opening hours for a *minimum of 2 hours* and then by the hour.

Styles and capacity: Board Room style for 1-10 people, or 12 people for a shorter meeting of 2/3 hours maximum.

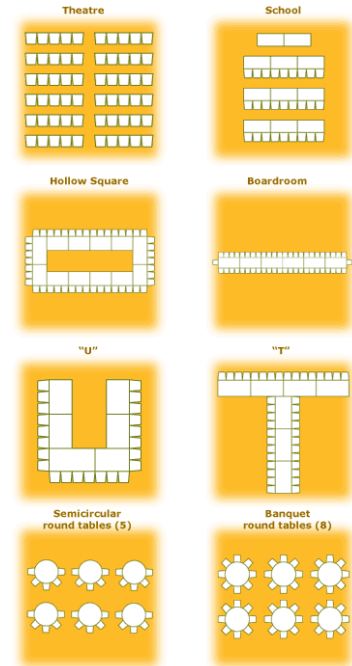
Workshop Space: (1080 sq ft)

Availability: by the ½ day or full day according to allocated time slots. We require clients to adhere to these times. You may set up within the ½ hour before your event whilst we prepare the room for you.

<i>Workshop Space Hire Rate</i>	<i>Time slots</i>
½ day	AM: 9-1 PM:1.30-5.30 Eve: 6 – 10
Full day	9-5.30

Styles and capacity:

Workshop style	Capacity and notes
Open plan (without chairs)	10 - 100 people (100 people for 2/3 hours)
Theatre	60 people with catering tables at rear of room 90+ people theatre only for 2/3 hours only
Board Room	up to 20 people in an oval, with break out spaces (sofas, beanbags, chairs, and tables)
Banquet or Coffee Table	up to 35 people (may require additional table hire)
Open Circle	up to 40 people (on chairs)
Other options	These settings can be provided but may require additional table hire at clients cost.
Cabaret	Up to 50 people
U-shaped	up to 40 people
Classroom	up to 60 people
Square	up to 40 people



Included in the Workshop space hire fee:

- Up to 60 conference chairs
- 12 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
- Laptop
- Mini PA & Stereo
- 1 Flipchart set per meeting (includes stand, paper and pens)
- Wi-Fi Broadband Internet access
- Bottles of cold water
- Secure storage for your equipment during continuous multiple day bookings

Note on Wi-fi access: This is for general connection to the Web. Connection to a VPN (Virtual Private Network) takes special configuration. Access may be arranged for an additional fee, please call to discuss.

Projector and presentation set up: If you bring your own presentation equipment (projector and/or laptop) the responsibility for its functionality lies with you. Using our equipment ensures it works for you: please bring your presentation on a memory stick.

Extra furniture and 'Flipchart Sets' can be hired as needed for an additional cost.

For specifications and prices of our AV equipment, furniture and catering options, please see our price list.

5. Surcharges

Large Function Suite: This service includes: 1000 sq ft events space (open plan, theatre style, etc) 1200 sq ft break-out space with meeting tables and private meeting room, kitchen and accessible toilets. Prices vary from £700 per day to £400 per half day/ evening (inc. VAT). The times at which this is available are from Friday evening, through the weekend, to Sunday evening.

Interview Hosting Service: Meeting Room £15 per hour (£25 per hour, out-of-hours). Interview Hosting Service £5 per person (interview candidate). We can ensure that your interviewees are greeted and given seating space with any materials that you wish them to complete. Hosting service includes a serving of tea/coffee and water.

High volume use: £375 half day/ £500 per event for more than 60 guests. This includes additional chair hire, cleaning and reception services.

Self catering option: £30 for the supply of crockery, cutlery etc, plus recycling and waste facilities. You will bring in all your own catering supplies and are expected to return all our equipment clean and in working order, pay for any breakages, and leave the space clear, bins empty, ready for our next customers. We reserve the right to charge you if we need additional cleaning after you.

6. Discount

Members of The Melting Pot (excluding TMP Connection) are entitled to a 25% discount on room hire prices. This is only valid for bookings made directly by and for the use of the individual member - not on behalf of or used by others, including others in their own organisation.

Clients who hold 6 or more full day bookings for the Workshop Space will receive a 10% discount on their room hire for all events. This discount will be applied to the final event that we invoice you for.

7. Conditions of Use

The client shall:

- Supply your guests with information on how to get to The Melting Pot. The 'delegates information sheet' supplied by us has all the information they will need to know.
- Leave the room(s) in a clean and tidy condition.
- Vacate the room on the expiry time(s) specified in our agreement, or be subjected to additional charges.
- Keep disturbance to a minimum in the central/members' area.

The client shall not:

- Use pins or White Tack on the walls;
- Use the room for any illegal activity;
- Install any furniture, signage, equipment or fittings without prior consent;
- Damage any fixtures and fittings or other equipment in the room. (In the event that you or your guests damage any part of the room, the client will be held liable for all costs incurred to The Melting Pot);
- Remove any of The Melting Pot's property from the premises.

7. Making you and your guests at home in The Melting Pot

Please keep an attendance register – if the fire alarm sounds, this register should be taken to the fire marshalling area outside Sainsbury's, and used for checking everyone has left the building.

Please let the host know if:

- There's equipment or catering you need but have not originally requested, we will endeavour to help if we can.
- Anything is amiss, broken, or not suitable for what you've requested.
- You damage or break something.
- You require longer than you'd originally requested as we will need to check our availability for the times you will then need.

Coat, bag and equipment storage:

- Cloakroom space is provided in the room you have booked.
- The Melting Pot will not take responsibility for theft, loss or damage to any items left in these spaces.
- If you have a continuous multiple-day booking, we can store your materials and equipment overnight. This will either be in a secured store, or within the space you have hired if our bookings allow.

Signposting and door entry:

- We will display signs on our floor level to direct your guests to your place of meeting.
- From street level, your guests need to press 'B3' on the buzzer and come up to The Melting Pot. We will let your guests in. If you wish to put a sign on the pin-board by the door at street level, please bring your materials with you, and remove after use.

8. Other Facilities and Services

The Melting Pot is able to provide you with an **event marketing service** for public events. For a one-off payment of £30 we will advertise your event on our 4,500 readership e-bulletin, plus place the event information on our 'What's On?' page online. Contact our Events Co-ordinator for more information; Tel 0131 243 2623, Email Bookings@TheMeltingPotEdinburgh.org.uk

9. Accessibility

The Melting Pot is an accessible work and meeting space. There is a lift from the ground floor and an accessible toilet. We also have a hearing loop available on request at an additional charge. If there are other features you'd like to see and use here, please let us know as we are improving our facilities over time.

10. Indemnity

You will keep us indemnified against all and any liability, claims, demands, proceedings, losses, damages, costs or expenses which may be incurred by us or raised against us as a result directly or indirectly of your use of the services including, but not limited to those arising from loss or damage to the property of your employees, your customers or any person in any way connected with you or your business.

12. Limitation of Liability

Our entire liability to you in respect of any claim whatsoever or breach of this Agreement whether or not arising out of negligence, shall be limited to the fees paid by you to which the claim relates.

In no event shall we be liable to you for any loss of business, loss of opportunity or loss of profits or for any other indirect or consequential loss or damage whatsoever.

13. Data

The Melting Pot may use any personal data which the client provides to us, and the client hereby consents to its use by us:

- A) For market research and tracking sales data in order to improve our future services to you
- B) To send you other information about our products and services, and about events and promotions organized on our behalf.
- We will not pass on your information to any other party.

14. General

- This agreement is personal to you (the client) and is not assignable.
- This agreement creates no rights in any third party to enforce its terms pursuant to section 1 of the Contracts (Rights of Third Parties) Act 1999.
- This agreement is a contractual agreement for the provision of services by the owner to the client and the client acknowledges that no tenancy or lease rights are created in favour of the client.

From time to time, The Melting Pot may find it necessary to cancel bookings to allow for special events or maintenance to take place. The contact person named on the booking form will be notified in writing and will be responsible for informing all those affected by the cancellation.

And finally... We reserve the right to modify these booking arrangements and conditions without notice.