

The Melting Pot – Events Spaces: Introduction



The Melting Pot is a centre for social innovation located in the heart of Edinburgh City Centre. We provide affordable, fully accessible, attractive and low carbon work, meeting and events spaces. As a not-for-profit social enterprise we aim to inspire and support people to realise their ideas for a better world.

The Melting Pot
inspiration at work

We have two meeting and events spaces that are available for public hire.

Workshop Space:



(1080 sq ft) This beautiful, light and spacious conference room is perfect for all kinds of formal and informal events from training workshops to AGMs, public conferences and private gatherings. It is available for a full day, half day or in the evening, according to specific time slots. It comes with a variety of break-out spaces with sofas, beanbags, chairs and/or meeting tables.

Maximum Capacity:

Horseshoe – tables	20
Horseshoe – chairs	50
Boardroom	40
Cabaret	50
Theatre Seating*	100
Theatre Standing*	100

* Please note an additional charge may be applicable dependent upon numbers



Meeting Room:

(200sq ft) The meeting room can seat up to ten delegates and is available for a minimum 2 hour hire. Professionally furnished with an extendable teak table in the style of a modern boardroom it is used for interviewing, board-meetings, training workshops, video conferencing, away-days and confidential meetings.

Facilities:

- * Included in the room rate
- ** Available on request. An extra charge may be applicable

Facilities	Events Space	Meeting Room
Internet access	*	*
PA system	*	**
Laptop with PowerPoint	*	**
Data projector/speakers/screen	*	/
Lectern	*	**
1 Flipchart with stand	*	*
Extra Flipcharts with stands	**	**
Printing/Photocopying	**	**
Television	**	*
CD player	*	**
Telephone/Teleconferencing	/	**
Exhibition Stand	**	**
Portable Induction loop	**	**

Additional Services:

Public Events Marketing - We can advertise your event on our website and in our e-bulletin (4,500 person readership).

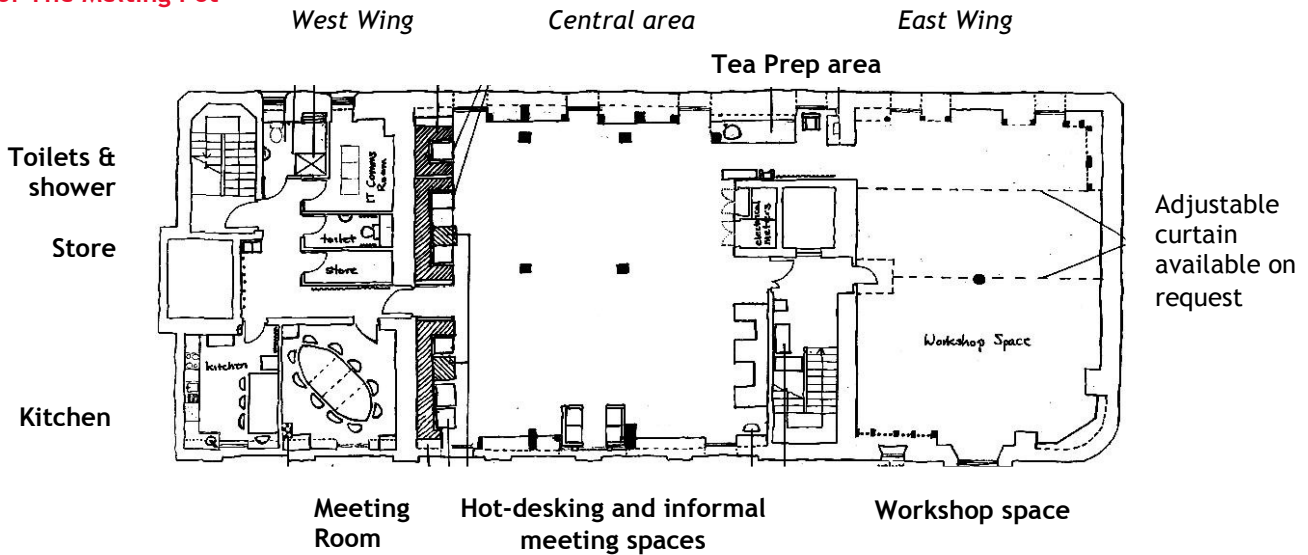
Interview Hosting - Our events hosts can welcome your applicant then provide them with any materials/tasks or exercises you require in a private waiting/working area.

Video Conferencing - We work with Prescience Communications to provide an international video conferencing service for our meeting and events customers. This includes hire and setup of equipment as well as a test link and onsite technical support during your conference.

Whole Space Hire - Perfect for formal and informal events the hire of our whole space includes our meeting room, workshop space and 1,200 sq. ft member's area with meeting tables, breakout areas, tea prep area and a kitchen.

Catering - Our beverages, snacks, juices, fruit and biscuits are fair trade and organic. Our Catering Menu has a selection of fabulous fresh food made everyday by local suppliers and can be vegetarian, meaty or vegan. Special diets can be catered for – just ask. We avoid using plastic bottles of water/juice and will provide bottles or jugs of tap water free of charge. We also have a self catering option which includes the use of our catering equipment and kitchen.

Map of The Melting Pot



Location:

We're located right in the heart of Edinburgh at 5 Rose Street, behind the famous 'Jenners' department store. Travel 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. Any local bus that goes through the city centre will bring you within a few minutes walk of our facilities. There is blue badge parking, metered parking and bicycle racks within 200 metres and longer term parking can be found within a five minute walk.

Community:

The Melting Pot provides inspirational work, meeting and meeting spaces for people involved in Social Innovation. 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; good people with good ideas for a better world.



Testimonials:

"Edinburgh's best kept secret, venue-wise! A brilliant facility which we'll happily use over and over again!"

Evelyn Hynan, Office & Events Manager, Scottish Institute for Enterprise

"The Melting Pot is a great place for business meetings and events - very competitively priced, excellent central location, great food, inspiring workspace and venue, spot-on service - we couldn't have asked for any more!"

Heather Jack, Director, HJBS Ltd

"Very good, affordable, accessible central Edinburgh space with welcoming staff and a good range of catering options."

Shelagh Young, Sustainable Development Commission Scotland



For Further Information:

Please visit www.themeltingpotedinburgh.org.uk to take a **virtual tour** of each space, view our hire costs, catering options, delegate information, terms and conditions and download our booking form or contact our events team on 0131 243 2623 or via bookings@themeltingpotedinburgh.org.uk