

The Melting Pot – Events Spaces: Prices for Hire



The Melting Pot is a 3000sq ft resource base located in the heart of Edinburgh. We 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 2 events spaces are available for public hire.

The Melting Pot
inspiration at work

Meeting Room: (200sq ft) £15 per hour

During opening hours, this lovely meeting room 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'll provide Reception Services and a flipchart stand, pens and paper.

Hire rate	Time slots	Price
First 2 hours	8.30am – closing (6 or 9pm)	£30
Every consecutive part or ½ hour		£7.50

Additional break-out space:

For guests of a full day meeting room booking, we'll provide additional Break-out Space whilst receiving our lunch option. In addition, if you need additional breakout space throughout your part or full day hire of the Meeting Room we can provide some of the banquette seating located in our central area: **£50 half day or £100 for whole day**

Workshop Space: (1080 sq ft)

The Workshop Space is a beautiful, light and spacious conference room of 1000 sq ft. Perfect for all kinds of events from training workshops to AGM's, public conferences or private gatherings. It is available by the ½, full day or evening according to time slots; a list of what furniture & equipment is included is in our terms and conditions.

Hire rate	Workshop Space Time slots	Price
½ day	AM: 9-1 PM: 1.30-5.30	£225
Full day	9-5	£350
Evening	6-9	£150

AV and Telecoms Equipment	Price	Catering Options	Price
Digital Data Projector	£25	Tea / Herbal Tea / Coffee	£1.50 per person <i>per setting</i>
Laptop (Windows 2000 or XP) plus speakers if required	£20	Fresh Fruit Juice - Orange, Apple, Tropical	£2.50 per whole 1 Ltr carton
Mini PA system with tie and hand microphone*	£25	Waffles	£2.00 per pack
Mini-music system in CD player	£15	Digestives or Fruity biscuits	£1.25 per pack
Additional flip-chart, pens, paper	£7.50 each	Mixed Seed Bar	£1.00 each
Additional services	Price	Mixed Nut and Dried Fruit(1)	£2.25 bowl
Marketing a public event (held here) through our extensive e-bulletin network	£30	Mixed Fruit Platter	£6 (for 10 pieces)
Business Services including: UK Telephone calls, receiving a fax, printing or photocopying up to 50 sheets (BnW)	£10	Sandwich Platter	£3.75 per person
Hot-desking	£10 per hour per person	Mixed Salad Bowl	£10 (for 6 persons)
		Danish Pastries	£1.50 per person
		Fabulous Fresh Soup (1), bread, cheese, butter	£3.75 per person

* recommended for large events with public speakers

Surcharges:

- Out of hours:** £50 per evening or £100 per day at the weekend Weekends, Bank Holidays, or evenings we're not open, and post 9pm. The website will have our current opening times
- High volume use:** £150 per event for more than 50 guests. This includes additional chair hire and reception services
- Self catering option:** £15. See Terms and Conditions for more information.

Notes:

All prices quoted include VAT.

All catering is Organic/ Fairtrade unless specified with (1). You must specify on the booking form if you want meaty/veggie/vegan/other. We require a minimum order of 6 persons for soup, sandwiches or salad.

Marketing option and Discounts – please see our terms and conditions for Members and multiple bookings