

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



The Melting Pot
inspiration at work

Clients automatically agree to the following terms and conditions with or without a signature on the booking form.

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 17.5%. 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 will be re-allocated.

Your booking must be submitted on our booking form by post or electronically to:

bookings@themeltingpotedinburgh.org.uk

Or Fax: 0870 123 1597

3. Termination and Payment terms and 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:

- **Less than 1 week – full payment**
- **Less than 2 weeks notice – 40% of room hire costs only.**

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

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 on or prior to your original booking request.

Less than 5 weekdays before date of booking, numbers of catering can not go lower than the number stated on the original booking form. Please keep the number of changes to your booking minimal so as to help avoid error.

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 PayPal or bank transfer (our account details will be on your invoice)

You will be charged for any over-run, additional catering or AV 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 1/2 hour. For guests of a full day booking, we could provide additional Break-out Space if booking our lunch option.

Styles and capacity: Board Room style for 1-10 people, or 12 people for a shorter meeting.

Informal Meeting areas and Additional break-out space:

Banquette seating located in our central area is available for hire. Depending on the time of event, it may be possible to hire the whole of the central area, please call to discuss your needs and a cost.

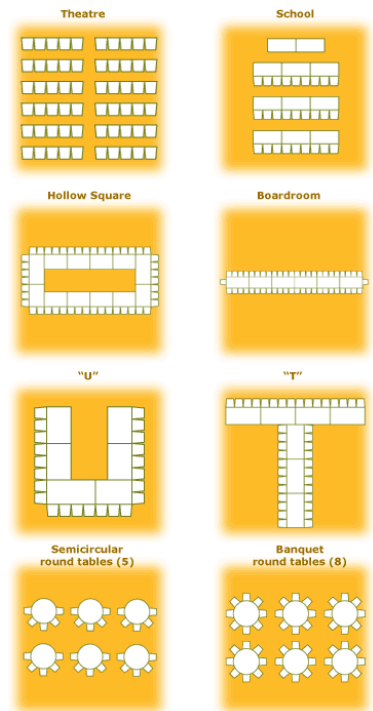
Workshop Space: (1080 sq ft)

Availability: by the 1/2 day, full day or evening according to allocated time slots. We require clients to adhere to these times. You may set up within the 1/2 hour before your event whilst we prepare for your event.

<i>Workshop Space Hire Rate</i>	<i>Time slots</i>
1/2 day	AM: 9-1 PM: 1.30-5.30
Full day	9-5
Evening	6-9

Styles and capacity:

Workshop style	Capacity and notes
Open plan	10 - 150 people
Theatre	80 people with catering tables 100 people theatre 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 require additional table hire
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 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
- Lectern
- 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

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: Out of Hours, High volume use and Self Catering

Out of Hours surcharge of £100 per day/ £50 per eve will be applied to bookings out with our opening hours, post 9pm on late night openings, and on bank holidays.

High volume use: £150 per event for more than 50 guests. This includes additional chair hire and reception services

Self catering option: £15. We will supply crockery, cutlery, urn, etc. You bring in all your own catering supplies. You 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 make 6 or more full day bookings for the Workshop Space will receive a 10% discount on their room hire for all events.

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 area.

The client shall not:

- Not use pins on the walls, and ensure that any Blue/White Tack is cleaned off the walls after use;
- Use the room for any illegal activity;

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 computer) the responsibility for its functionality lies with you. If using any of our equipment, we will ensure it works for you; please bring your presentation on a memory stick.

The Melting Pot is currently open:

Monday – Friday 8.30am-6pm.
Late night opening 6-9pm on Tuesdays and Thursdays.

- 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).

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, 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.

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 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 additional event support and marketing services, please see our pricing page for more information, or ask our hosts.

9. Accessibility

The Melting Pot is an accessible work and meeting space. There is a lift from the ground floor and an accessible toilet. If there are other features you'd like to see and use here, please let us know as we will improve 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.