

The Melting Pot Event Spaces Booking Request



The Melting Pot
inspiration at work

How to use this form:

1. Complete in conjunction with our Pricing and Terms & Conditions sheets
2. **Please complete one form per day of hire**
3. Use TAB and cursor to move through the fields in the form and enter the details of your booking
4. Leave blank any fields you don't need.
5. Save the file with your organisational name and event date as the title
6. Return the completed booking requests to bookings@TheMeltingPotEdinburgh.org.uk
7. If you have a query that means you cannot complete this form call 0131 243 2623 and we'll help.

Event Organiser

Contact Name:

Organisation Name :

Tel:

Email:

Day of meeting:

Date required:

Name of Meeting/Event (for signage):

Today's Date:

Billing Details (fill if different from event organiser)

Contact name:

Email:

Tel:

Address:

For office use only

Unique Invoice Ref	
Diarised	Date Catering Confirmed
Cover	Changes logged

Space booking – My Requirements	Time from	Time until	Total hours	Anticipated no. of guests	Total cost	For office use
Workshop space – 1000 sq ft	hr	hr			£	
Meeting Room (seats 10-12 max at table)	hr	hr			£	
Kitchen (for occasional use by caterers)	hr	hr			£	
Break-out space (informal café-style seating)	hr	hr			£	
Discount code		Agreed % discount (*)		%	- £	
TOTAL					£	

Layout style of Workshop space: Open/Empty Space Theatre Circle Large Boardroom Groups Tables
Other (please specify)

AV and Telecoms Equipment – My Requirements	Price	Quantity	Total cost	For office use
Digital Data Projector	£25		£	
Laptop & speakers (Windows 2000 or XP)	£20		£	
Mini PA system with tie & hand microphone	£25		£	
1 st Whiteboard / Flipchart stand, pens & paper	FREE	1	FREE	
Additional sets of Flipchart Paper & pens	£7.50		£	
Mini-music system with CD player	£15		£	
TOTAL			£	

Specific needs:

If you have some specific needs you need us to facilitate for your event, please comment below so that we can ensure the smooth running and success of your event.

Additional Service Options and Surcharges –My Requirements	Price	Total cost	For office use
Out of Hours fee	£50 or £100	£	
High Volume Use (over 50 people)	£150	£	
Marketing Services	£30	£	
Hot-desking (per hour)	£10	£	
Business Services	£10	£	
Self Catering	£15	£	
Additional Furniture	Please discuss	£	
TOTAL		£	

Note about our catering services:

- We understand your catering requirements may need modification nearer your event.
- For now, please state your anticipated needs, and **confirm all catering requirements by email or phone message by 10am on the Friday morning of the week before your event.**
- *If we do not hear from you, we'll assume this original booking is correct.*
- *Additions may be possible on the day but are not guaranteed.*

All our catering is Locally produced, Organic or Fairtrade unless specified (with*)

We can source and provide alternative catering if required for a fee. You are welcome to arrange your own catering; we can make suggestions...

Catering Options – My Requirements	Price	Total required	Time(s) required	Total cost	For office use
Bottles/ Jugs of tap water	FREE			FREE	
Tea / Herbal Tea / Coffee	£1.50 per person <i>per setting</i>	people X settings		£	
Fresh Fruit Juice Orange, Apple, Tropical	£2.50 per whole 1Ltr carton			£	
Waffles	£2.00 per pack			£	
Digestives or Fruity biscuits	£1.25 per pack			£	
Mixed Seed Bar	£1.00 each			£	
Mixed Nut and Dried Fruit*	£2.25 bowl			£	
Danish Pastries	£1.50 per person			£	
Mixed Fruit Platter	£6 (for 10 items)			£	
Fabulous fresh soup* & good organic bread, butter, cheese	£3.75 per person			£	
Sandwich Platter	£3.75 per person			£	
Mixed Salad bowl	£10 (for 6 persons)			£	
TOTAL				£	

Soup and Sandwiches choices: Meaty Veggie Vegan

Our soup and sandwiches are freshly made, locally sourced and extremely delicious! We require a *minimum booking of 6 servings per choice of soup or sandwiches*. We can provide oatcakes, rice cakes or rye bread for gluten free diets if requested. Please let us know if you have a food allergy or specific requirement:

Your Event - Cost Summary	Total Cost	For office use
Space - Total Cost:	£	
AV & Equipment - Total Cost:	£	
Additional Services - Total Cost:	£	
Catering - Total Cost:	£	
Anticipated total cost of event	£	

Note: By completing and returning this booking form, you have agreed to our standard Terms & Conditions of hire which are downloadable from our website. We will contact you if we have any queries about your booking.

Payment Details: We will send you an invoice for your whole event or cancellation surcharge after your event. Please make payments to 'The Melting Pot'. Payment is due within 7 days of issue of invoice.