

## November 2011 – New prices and options for TMP’s Events spaces and services



**The Melting Pot**  
*inspiration at work*

We hope that the options below give you the flexibility you need to host a great event at The Melting Pot, at prices you can't afford to miss.

We've made it easier and less expensive to book evenings and weekends, and for small groups to afford our larger space. As always we have a range of special services to compliment room hire and catering options.

We welcome feedback and look forward to working with you soon.

### Workshop space: hire costs and options

Time slots	Hire Costs (Tue-Fri)	Magic Mondays
1/2 day: 9am-1pm or 1.30pm-5.30pm	£230	£150
Mid-day: 10am-2pm	£300	£200
Full day: 9am-5pm	£360	£250
By the hour - after 5.30pm	£45	£45

### Meeting room: hire costs and options

	Times	Cost per hour
TMPs Normal opening hours	Mon/Wed/Fri: 8.30am-6pm Tues/Thur: 8.30am-9pm	£16
Out of office hours	Mon/Wed/Fri: after 6pm Tues/Thur: after 9pm	£26

### Weekend hire

Room	Cost per hour	Cost per day (9am-5pm)
Workshop space	£45	£300
Co-working space including pod	£35	£250
Meeting room	£16*	£100
Whole space	£96	£600

\* If booking our other spaces at the weekend

### Hosting a Large Group? Premium and extra chair hire:

If your group is over 60 people in size then we will apply a single premium fee of £50 in addition to your Workshop Space hire costs.

If extra chairs are required (i.e. more than 60 chairs needed), then we will organise this for you at an additional charge of £2.50 per chair/person. Let us know how many you need, if you need them.

## Looking for discounts?

We have 5 options to help your budget go further:

1. **Magic Mondays** – Special price applied to the workshop space hire – not to be used in conjunction with any other offer or discount.
  2. **Small Group Discount** – 10% off workshop space hire costs for groups that have 12 or fewer delegates when booking (not for lower than expected numbers that turn up on the day), Tuesday-Friday daytime only. – Not to be used in conjunction with any other discount.
  3. **Multi-buy** – book 6 or more full days (in one booking) in our workshop space and a 10% discount will be applied to your final booking costs (room hire only). – Not to be used in conjunction with any other discount.
  4. **Join TMP's LastMinute.com** e-bulletin offering you last minute price reductions for dates available in the following month. Contact [bookings@themeltingpotedinburgh.org.uk](mailto:bookings@themeltingpotedinburgh.org.uk) for more info. – Not to be used in conjunction with any other discount.
  5. **Member's discount:** the 10% discount continues for TMP25-Unltd Members for all room hire bookings (made for their own use only). – Not to be used in conjunction with any other discount.
- **NOTE:** Only one discount applies per booking. The only discount that can be applied on an evening or a Saturday/Sunday is a Member's Discount.

## Special Services

- **Video conferencing** – from £36/hr (plus £25 test fee) – a professional and secure service.
- **Skype plus service** - £15 fee.
- **Interview hosting service** - £5 per interview candidate.
- **Teleconferencing** - £10 per UK connection or £15 per international connection
- **BYOB** - £4 corkage per bottle (of wine) – glasses provided.
- **Need something special?** Personalise gifts and menus – just ask!
- **Self catering** - £30
- **Public events marketing** - £20

## Terms and conditions

Our Terms and Conditions of hire of our Events spaces have changed to better reflect the cost to us for cancellation for each of our spaces. Please review before making your booking with us.

- Applicable to all bookings made after 1<sup>st</sup> November 2011.
- Minimum booking of 2 hours for the meeting room at any time.
- Minimum booking of 2 hours for workshop space at weekends, and 1 hour for weekday evenings. Not available hourly before 5.30pm on a weekday.
- Minimum of 2 hours for video conferencing service.
- All of our prices include VAT.
- No commission fees will be met by The Melting Pot – unless previously agreed in writing.

## Catering Prices

Treat your delegates to our diverse, delicious and affordable menu. Our food is made for us by local suppliers, and all our teas, coffees and sugars are Fair-trade and organic, so you can enjoy the food without any added environmental guilt.

While we encourage use of our set menus below you can, of course, choose any combination from the individual price menu. Complimentary bottled tap water is supplied as standard.



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CATERING OPTIONS	
Price per person/serving	
<b>Menu A – Tea &amp; Coffee</b> Organic or fair-trade	<b>£1.50</b>
<b>Menu B – Breakfast Booster</b> Fairtrade Tea / Coffee, Fresh Fruit Juice with Danish pastry	<b>£3.75</b>
<b>Menu C – Hot Light Lunch</b> Fresh Homemade Soup, Bread & Butter	<b>£4.50</b>
<b>Menu D – Cold Light Lunch</b> Deluxe Sandwich Platter (choice of meat, veggie or vegan)	<b>£4.50</b>
<b>Menu E – Out to Lunch</b> Fresh Homemade Soup, Bread and Butter Deluxe Sandwich Platter Mixed Salad Bowls Fresh sweet Fruit Platter	<b>£11.50</b>
<b>Menu F – Turkish Delight</b> (min 10 people) Delicious Turkish Meze Platter including Falafel, humus, warm pitas, stuffed vine leaves, mixed olives, chargrilled aubergine, rocket salad and cucumber yogurt	<b>£10.50</b>
<b>Menu G – Snack Attack</b> Tea/Coffee + Biscuit Selection Sweet Waffle Biscuits, Digestive Biscuits and Chocolate covered mixed seed bars	<b>£3.50</b>
<b>Menu H – All Day Diva</b> 2 Servings of Tea / Coffee + Menu E + Menu G	<b>£16.00</b>
<b>Menu I – Pastie Time!</b> Vegetarian Pasties: Haggis, Mex Bean, Tai Pepper, Armenian Lentil, Spinach Cheese & Mushroom, Veg Curry, Moroccan	<b>Hot £3</b>
	<b>Cold £2</b>
INDIVIDUAL PRICES	
Fresh Fruit Juice – Orange, Apple	<b>5</b>
Waffle Sweet Biscuits	<b>3</b>
Digestives or Fruity Biscuits	<b>8</b>
Eat Natural Health Food Bar	<b>1</b>
Fresh Fruit Platter	<b>1*</b>
Mixed Salad Bowl	<b>1*</b>
Large Mixed Danish Pastries	<b>1*</b>
Corkage per Bottle	<b>5</b>

## Cake platters

Platter A	Flapjacks; chocolate flapjacks; date and oat slice; coconut and ginger slice.	£2
Platter B	Chocolate cake; iced banana cake; iced carrot cake	£2

### Notes:

Please specify on our booking form if you require meaty/veggie/vegan/other dietary requirement.

\* Due to suppliers costs we require a minimum booking of 6 people servings for soup, salads, sandwiches, fruit and pastries; and 10 people servings for Turkish meze.

All prices quoted include VAT. VAT registration number 915836994

Please refer to our Terms and Conditions for further information.

