



**The Melting Pot**

## Booking Request Form

### How to use this form:

1. Complete in conjunction with our Hire Pricing and Terms & Conditions guides
2. Complete 1 form per day of hire & include your full contact/invoice details
3. The form will add up your selections so **only adjust the grey boxes**
4. Return it to bookings@TheMeltingPotEdinburgh.org.uk and keep your own reference copy
5. Submission of a booking form is contract with each other. Subject to cancellation notice & charges stated in TnCs

<b>Date of Booking</b>	(DD/MM/YYYY)	<input type="text"/>	<b>Day of Booking:</b>	<input type="text" value="Saturday"/>
<b>Confirmation Date</b>	(DD/MM/YYYY)	<input type="text"/>	<b>Invoicing details</b>	
<small>(i.e. Today's Date)</small>			If different from contact details	
<b>Contact Name:</b>		<input type="text"/>	<b>Contact name:</b>	<input type="text"/>
<b>Organisation Name:</b>		<input type="text"/>	<b>Email:</b>	<input type="text"/>
<b>Address (inc. Postcode):</b>		<input type="text"/>	<b>PO Number:</b>	<input type="text"/>
		<input type="text"/>	<b>Venue Notes:</b>	<input type="text"/>
<b>Tel:</b>		<input type="text"/>	<b>(office use only)</b>	
<b>Email:</b>		<input type="text"/>		
<b>Sign on Door: i.e title of event</b>		<input type="text"/>		

WEEKDAY		Half Day (4 hours session)				Full Day	By the Hour (after 5.30pm)		No. Guests	Total
Room	Price Band	9-1pm	1.30 - 5.30pm	10-2pm	6-10pm	9-5pm	Time From (HH:MM)	Time Till (HH:MM)		
<b>Workshop</b>	Standard ( 60 people or less) Premium ( 61 people or more)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00:00	00:00		£0.00
<b>Meeting Room</b>	Standard	MON/WED/FRI: 0830-1800 TUES/THURS: 0830-2100					00:00	00:00		£0.00
	Premium	MON/WED/FRI: FROM 1800 TUES/THURS: FROM 2100					00:00	00:00		£0.00
<b>Pod</b>	Standard	MON/WED/FRI: 0830-1800 TUES/THURS: 0830-2100					00:00	00:00		£0.00

WEEKENDS		Full Day	By the Hour		No. Guests	Total
<b>Workshop</b>		<input type="checkbox"/>	00:00	00:00		£0.00
<b>Meeting Room + Other Space (£16/hr)</b>		<input type="checkbox"/>	00:00	00:00	0	£0.00
<b>Meeting Room Only (£26/hr)</b>		<input type="checkbox"/>	00:00	00:00	0	£0.00
<b>Co-Working Space (inc. Pod)</b>		<input type="checkbox"/>	00:00	00:00	0	£0.00
<b>Whole Space</b>		<input type="checkbox"/>	00:00	00:00	0	£0.00

WORKSHOP SPACE: LAYOUT REQUIRED		
Extra Chairs Needed (more than 60 chairs )		0
<b>Theatre</b>	Maximum of 100 delegates	<input type="checkbox"/>
<b>Boardroom</b>	Maximum of 40 delegates	<input type="checkbox"/>
<b>Circle of chairs</b>	Maximum of 30 delegates	<input type="checkbox"/>
<b>Horseshoe - tables</b>	Maximum of 20 delegates	<input type="checkbox"/>
<b>Horseshoe - chairs</b>	Maximum of 17 per row	<input type="checkbox"/>
<b>Empty space</b>	Maximum of 100 delegates	<input type="checkbox"/>
<b>Cabaret</b>	Maximum of 50 delegates	<input type="checkbox"/>
<b>No of people at tables if Cabaret style</b>	tables of	

DISCOUNTS AVAILABLE	
Magic Monday	£0.00
Small Group	£0.00
Are you a member?	<input type="checkbox"/>
<small>(members of TMP 25, 50, 100 or Unlimited receive 10% discount)</small>	
Membership Discount	£0.00
<b>DISCOUNT SAVINGS MADE:</b>	<b>£0.00</b>

Without catering the total cost for your booking will be -	
Space - Total Cost	£0.00
Additional Services	£0.00
<b>TOTAL COST</b>	<b>£0.00</b>

ADDITIONAL SERVICES		Required	Quantity
Interview Hosting	£5 per person	<input type="checkbox"/>	
Skype Plus	£15	<input type="checkbox"/>	
Public Events Marketing	£25	<input type="checkbox"/>	
Video Conferencing*	from £36 / hr (plus test fee)	<input type="checkbox"/>	
Laptop Hire	£30	<input type="checkbox"/>	
Teleconferencing	£10/UK connection £15/Overseas connection	<input type="checkbox"/>	
Additional Flipcharts	7.50 each	<input type="checkbox"/>	
Self Catering	£30	<input type="checkbox"/>	
BYOB	£4 corkage per bottle	<input type="checkbox"/>	
Infra-red Hearing Loop	Complimentary	<input type="checkbox"/>	
Something Special?		<input type="checkbox"/>	

*please note your request(s) and we will contact you with a quote*

\* Video conferencing is separately invoiced from our supplier

If you do not require catering please tick this box:

Full catering options are on the 2nd page of this booking form

We use local suppliers known for fresh, great tasting food. If there's something else you'd like, please ask and we will try and source it for you.

*Example of servings - 1 round of tea/coffee at 9am and again at 1pm = 2 servings						
<b>SET MENUS</b>		Price per Person	No. of People	No. of Servings	Time of serving/s	Total
<b>Menu A - Organic/Fairtrade Tea &amp; Coffee</b>		£1.50				£0.00
<b>Menu B - Breakfast Booster</b>						
Tea/Coffee, Fresh Fruit Juice, Danish pastry		£3.75				£0.00
<b>Menu C - Hot Light Lunch</b>						
Generous Serving of Fabulous Fresh Homemade Soup		£4.50				£0.00
<b>Menu D - Cold Light Lunch</b>						
Deluxe Sandwich Platter served on freshly baked baguettes (sandwich bread available upon request)		£4.50				£0.00
<b>Menu E - Out to Lunch (min 6 people)</b>						
Fresh Homemade Soup, Bread and Butter Deluxe Sandwich Platter (meat, veggie or vegan) Mixed Salad Bowls Fresh sweet Fruit Platter		£11.50				£0.00
<b>Menu F - Turkish Delight (min 10 people)</b>						
Hummus, Pitas, Stuffed Vine Leaves, Mixed Olives, Chargrilled Aubergine, Salad, Cucumber Yoghurt		£10.50				£0.00
<b>Menu G - Snack Attack</b>						
Tea/Coffee + Sweet Waffle Biscuits, Digestive Biscuits and Chocolate covered mixed seed bars.		£3.50				£0.00
<b>Menu H - All Day Diva</b>						
2 Servings of Tea / Coffee + Menu E + Menu G		£16.00				£0.00
<b>Menu I - Pastie time!</b>						
Vegetarian Pasties: Haggis, Mex Bean, Tai Pepper, Armenian Lentil, Spinach Cheese & Mushroom, Veg Curry, Moroccan		£3 hot £2 cold				£0.00 £0.00
<b>DRINKS, SNACKS AND EXTRAS</b>						
Fresh Fairtrade Fruit Juice - Orange/Apple (serves 5 people)		£3				£0.00
Large Mixed Danish Pastries		£1.75				£0.00
Large Waffle Sweet Biscuits (honey or syrup) (serves 3 people)		£2				£0.00
Digestives or Fruity Biscuits (serves 8 people)		£2				£0.00
Chocolate covered Mixed Seed Bar		£1				£0.00
Fresh Fruit Platter		£1.75				£0.00
Locally sourced seasonal Salad Bowl		£2				£0.00
<b>CAKE PLATTERS</b>						
<b>Platter Option A</b>	Flapjacks; Chocolate Flapjacks; Date and Oat Slice; Coconut and Ginger Slice	£2.00				£0.00
<b>Platter Option B</b>	Chocolate Cake; Iced Banana Cake; Iced Carrot Cake	£2.00				£0.00

DIETARY REQUIREMENTS	Meaty	Veggie	Vegan
	Quantity		
FOOD ALLERGY/			
OTHER REQUIREMENTS			

Your Event - Cost	Total Cost
Space - Total Cost:	£0.00
Additional Services:	£0.00
Catering - Total Cost:	£0.00
<b>Provisional TOTAL COST</b>	<b>£0.00</b>
Inclusive of VAT	

**Note about catering orders:**

We understand that your order may need to be modified nearer the event. Please put down your anticipated needs and we will contact you by email the week before the event for confirmation. If we do not receive this by close of business on the Thursday before your event we will go by what is on this - your original booking form. This booking form is a contract as per our terms and conditions.