



The Melting Pot – Event Spaces:

Terms and Conditions of Hire

The Melting Pot

inspiration at work

1. Pricing

- Current prices for room hire, AV equipment, catering and other goods can be found on our latest pricing guide.
- The most recent published price will be applied to all bookings received.
- Please see the website or ask our Event Host for more information.
- All prices include VAT at the current rate, 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 may be reallocated. A completed booking form **MUST** be received in order to confirm your booking with us; the booking form acts as our contract with you. Please email an electronic copy to bookings@themeltingpotedinburgh.org.uk

3. Cancellation notice period

Written confirmation of your cancellation must come by email or post and will be taken from the date you send it.

In the event of a cancellation, the following fees apply:

	0-7 days notice	8-14 days notice	21-30 days notice	1 month notice
Workshop space	100% charge	60% charge	20% charge	No charge
Meeting room	100% charge	50% charge	No charge	No charge

Extreme Adverse Weather Cancellations Policy

We understand that extreme adverse weather conditions are unpredictable, and that this may affect your event proceeding as planned at very short notice. Such 'acts of god' leave everyone bruised. In such unusual circumstances we wish to share the risk and burden, and offer to subsidise your room cancellation costs by up to 50% maximum. However any catering costs incurred by The Melting Pot in anticipation of your event proceeding as normal will be met in full by the client. This cancellation agreement is given only at The Melting Pot's discretion, who have the final decision in the matter of what is considered extreme adverse weather conditions. We would hope that you chose to re-schedule your event and still hold

it with us. We will invoice you for the amount due and not discount a future booking.

Payment terms

- The client hereby acknowledges that such cancellation charges are a fair estimate of the loss incurred by The Melting Pot due to the loss of other business.
- Final numbers for catering must be agreed by the Thursday prior to the event.
- Please keep the number of changes to your booking minimal so as to help avoid error.
- In the event of a late cancellation we will charge you for any perishable catering that has been ordered especially for your event.
- 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 strictly within 7 days after the issue of your invoice. This will include any modifications made prior to your original booking form.
- The Melting Pot will not pay commission to other companies/organisations unless a written agreement is met by both parties.

Payment methods

You can pay by:

- 1) Cash – on or after the event date.
- 2) Cheques – made payable to “The Melting Pot”
- 3) Electronic funds transfer – by bank transfer (our account details will be on your invoice)

4. Events Space: hire times, layout, capacity and equipment

The current hire times, capacity, and layout options can be viewed on the event space information sheet, booking form or website.

5. 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 or before the expiry time(s) specified in our agreement, or be subjected to additional charges.

- Keep disturbance to a minimum in the central/members' area.

The client shall not:

- Use pins or blu-tack on the walls.
- Use the room for any illegal activity.
- Install any furniture, signage, equipment or fittings without prior consent.
- Damage any fixtures, 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 by The Melting Pot).
- Remove any of The Melting Pot's property from the premises.

6. Making 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 evacuation point outside of Sainsbury's, and used for checking that everyone has left the building.

Please let us know if:

- Anything is amiss, broken, or not suitable for what you've requested.
- You damage or break something.
- You require longer than you'd originally requested.

Coat, bag and equipment storage:

- The Melting Pot will take no 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 be either 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 intercom to come up to The Melting Pot. We will let your guests in. If you wish to put a sign on the pin-board by the door at street level, please bring your materials with you, and remove after use.

7. 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.

8. Limitation of liability

Our entire liabilities 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.

9. Data

The Melting Pot may use any personal data which the client provides to us for our own business purposes only – we will not pass on your information to any other party. The client hereby consents its use by us:

- For market research and tracking sales data in order to improve our future services to you.
- To send you other information about our products and services and about events and promotions organised on our behalf.

10. 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.

We reserve the right to modify these booking arrangements and conditions without notice.

