

Venue Hire at The Melting Pot - Pricing & additional services



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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.

If you have any questions or would like to make a booking enquiry, please get in touch on 0131 243 2626

WORKSHOP SPACE: (max 50 cabaret style/100 theatre style)

Room hire includes projector, screen, computer, sound system, flipchart, whiteboard wall and wifi.

Minimum booking of 2 hours

Time slots	Hire Costs (Tue-Fri) Exc VAT	Magic Mondays
1/2 day: 9am-1pm or 1.30pm-5.30pm	£200	£135
Middle of the day (up to 5 hours)	£267	£175
Full day (over 5 hours)	£317	£225
Before 9am and after 5.30pm	£40/hour	£40/hour

NOTE: Room hire costs include access times, extra costs may be incurred for additional access

MEETING ROOM: (seats up to 10 people boardroom style)

Room hire includes projector, screen, flipchart, whiteboard and wifi

Minimum booking of 2 hours

	Time slots	Cost per hour Exc VAT
TMP's normal opening hours	Mon/Wed/Fri: 8.30am-6pm Tues/Thursday: 8.30am-9pm	£15
Out of office hours	Mon/Wed/Fri: after 6pm Tues/Thur: after 9pm	£23.50

NOTE: Room hire costs include access times, extra costs may be incurred for additional access

POD: (max 4 people in an enclosed private booth)

	Times slots	Cost per hour Exc VAT
Pod - TMP's normal opening hours	Maximum 2 hour booking	£4.25 per hour/per person

Weekend hire

Room	Cost per hour Ex VAT	Cost 1/2 day Exc VAT	Cost whole day Exc VAT
Workshop space	£40	n/a	£290
Meeting room only (minimum 4 hour booking)	£23.50	£94	N/A
Whole space (workshop, meeting room, co-working space, social booths)	N/A	£300	£550

Catering Options and Prices

Treat your delegates to something special from our diverse, delicious, affordable menu. Supplied by small, local businesses that use organic, fresh & local produce, we can cater for any size or dietary requirements



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If you have specific dietary needs or wish us to source you something not on our menu, please ask your Events Co-ordinator.

Snack Breaks	Price per person (ex VAT)
Fair Trade/organic tea and coffee	
Single serving	£1.30
Unlimited servings	£3.50
Biscuit platter	£1.50
Cake platter	£1.75
Breakfast Booster – all served with Fair Trade/organic tea and coffee	
Assorted Danish pastries and fresh fruit	£3.35
Organic Scottish granola, yoghurt and fresh fruit – gluten free	£3.35
Freshly baked scones and fresh fruit	£3.35
Scones	
Delicious, freshly baked scones with butter. Choice of bran, fruit, date or cheese	£1.25
Add fruit jam	£0.25
Add clotted cream	£0.50
Lunches	
Light Lunch - Hot Fresh homemade soup & sourdough bread	£3.95
Light Lunch – Cold Deluxe sandwich platter with meat, veggie and vegan fillings. Your choice of French baguettes or fresh granary bread	£3.95
Fruit platter	£1.25
Salad bowls	£2.50
The Big Lunch Fresh homemade soup with sourdough bread, deluxe sandwich platter, mixed salad bowls and fresh fruit platter	£10.50
The Works	
3 servings of Fair Trade tea/coffee, a biscuit platter and The Big Lunch	£14.25
Platters	
Turkish Meze (minimum order 6 people) Including falafel, hummus, warm pitta, stuffed vine leaves, mixed olives, chargrilled aubergine and dips	£9.25
Cakes, glorious, cakes	
Assorted cake platter A mixture of our delicious, freshly baked cakes in bitesize chunks. Including: Rustic Apple, Burnt Orange, Courgette & Carrot, Almond & Walnut and Chocolate & Raspberry	£1.75
Toasted vegan teacake Freshly toasted slices of fruity teacake	£1.75
Individual Prices	
Fresh fruit platter	£1.25
Large mixed Danish pastries	£2.00

Special Services - see our [website](#) or speak to our Events Co-ordinator for more info

- **Interview hosting service** - £20 - interview candidates can arrive up to 30 minutes before their interview time and wait in our coworking space. A host will be on hand to greet them, offer refreshments and provide any relevant material
- **Teleconferencing** - £10 per UK connection or £15 per international connection
- **Self catering** - £1 per person - crockery and cutlery are provided
- **Public events marketing** - £30 - we will promote your event via our social media channels and internal communications
- **42 inch TV screen hire** - £30 (compatible with most laptops)
- **Video conferencing** - £25 per hr (includes testing and technical support on the day)

Hosting a Large Group? Premium and extra chair hire:

If your audience is over 65 people, then we will apply a single premium fee of £40 to your Workshop Space hire costs. In addition, if extra chairs are required (i.e. more than 65 chairs needed), then we will organise this for you at an additional charge of £3 per chair - just let us know how many you need.

Looking for discounts?

We have 5 options to help your budget go further:

1. **Magic Mondays** - Special price applied to the Workshop Space hire (see page 1 for details)
2. **Small Group Discount** - 10% off Workshop Space hire costs for groups that have 12 or fewer total attendees when booking (not for lower than expected numbers that turn up on the day). Available Tuesday-Friday daytime only.
3. **Join TMP's Last Minute Discounts** emailing list. We offer our existing clients last minute price reductions for dates available in the following month. To join contact bookings@themeltingpotedinburgh.org.uk
4. **Member's Discount:** 10% discount for TMP25-Fixed Desk Members (made for their own use only).

NOTE: Only one discount applies per booking. The only discount that can be applied on an evening or a weekend is a Member's Discount.