

DDR Details & Booking Form

Organisation/Company name:

Contact name:

Phone number:

Email address:

This person will be the person we contact with any important information regarding the booking. Any changes to the booking **MUST** be confirmed in writing by this person.

Terms & Conditions received and agreed: Signed

Event Information

Date of event:

[Click here to enter a date.](#)

Date of booking:

[Click here to enter a date.](#)

Event start time:

Entry/Arrival time:

Event end time:

Final exit time:

Number of delegates:

NB - You will be charged for the number of delegates booked unless this is less than those in attendance.

Room Preferred

Sir Walter Scott Hall

Edinburgh Seven Room

Robert Burns Room

Packages & Catering

Select between Day Delegate or Hourly Rate charging options.

Day Delegate Rate Package - Minimum of 8 delegates attending or 15 for use of the Sir Walter Scott Hall.

All of the below options include:

Includes Room Hire, One Flip Chart, Projector Use, Bottled Water & Mints, 2/3 servings of Tea, Coffee & Biscuits/Cakes, Pad and Pens.

- Half Day without Lunch (Max 4 hours) £20 + VAT per Delegate
- Half Day with Soup/Sandwich Lunch (Max 4 hours) £25 + VAT per Delegate
- Full Day With Soup/Sandwich Lunch (Max 8 hours) £30 + VAT per Delegate

Upgrade to a Finger Buffet for an additional £4 + VAT per person (minimum 20 delegates)

Upgrade to a 2 Course Plated meal for an additional £10 + VAT per person (minimum 20 delegates)

Hourly Rates - If less than 8 delegates are attending then hourly rates will be charged.

- Sir Walter Scott Hall (min 3hrs) £80 + VAT per hour
- Edinburgh Seven Room (min 3hrs) £50 + VAT per hour
- Robert Burns Room (min 3hrs) £50 + VAT per hour

Additional Catering Costs

- Tea, Coffee & Biscuits/Cakes £1.80 + VAT
- Soup/Sandwich & Fruit Platter Lunch £8.50 + VAT per person
- Finger Buffet Lunch £12.50 + VAT per person
- Extra serving of tea and coffee £1.50 + VAT per person
- Selection of fresh fruit juices £1.00 + VAT per person
- Breakfast rolls £3.00 + VAT per person
- Selection of pastries/muffins £2.50 + VAT per person
- Sweetie basket £3.50 + VAT per person
- Handcrafted scones with jam and butter £2.95 + VAT per person
- Individual bottles of mineral water £1.80 + VAT per person
- Other options are available and can be quote for as required

Catering Information

To help our catering team provide you with the best hospitality service please complete the following as accurately as possible

Please provide details for catering, such as timings of break and lunches and any additional catering requirements or requests.

Layout & Equipment

Room Layout

Theatre Boardroom Reception Exhibition Circle
Cabaret Classroom Horseshoe Bespoke
Staging Removed* Round Cabaret Tables & Cloths****

Equipment

Additional Flipcharts & Pens* Projector** Microphones*
Sound System** Sound & Lighting Technician***

Charges

- Flip Charts & Pens £5.00 + VAT each
- Microphones £5.00 + VAT each
- Staging Removed £25.00 + VAT
- Round Cabaret Tables with Tablecloths £2.50 + VAT each

Additional Set Up Information

* These items are an additional charge

**You will need to provide your own laptop.

***A technician will be required (at an additional charge) if you require more than the PA desk to be turned on and volume set, unless you sign our separate technical equipment agreement (please enquire for more details).

**** Rectangular tables are provided for all conferencing events. Round tables are provided for Dinners and Parties at no extra charge

Dietary Requirements

Please provide details of any dietary requirements or food allergies in order that these can be accommodated.

Licensed bar

Please see terms and conditions.

At least 6 weeks' notice must be given for license applications to be processed.

Any event involving the consumption of alcohol must be discussed in detail with the Events Manager.

Additional Event Information

Please provide details of any other relevant event information.

Invoice Details

Contact name:

This person will be the person we contact with any important information regarding the invoicing details.

Phone number:

E-mail:

Charity number (if applicable):

*This must be entered to receive
the charity discount*

Purchase order no (if applicable):

Contact address

Invoice address

Terms & Conditions

Please read carefully before returning your booking form. Bookings will not be considered confirmed unless the terms and conditions are accepted.

1. Bookings

Provisional bookings must be confirmed in writing or email, with a completed booking form, within 7 working days otherwise the room will be re-allocated.

2. Cancellations

All cancellations MUST be confirmed in writing to Grassmarket Centre. Clients who cancel bookings will be charged a cancellation fee, based on a percentage of the total cost of the room hire of the event. The fee will be based on the sliding scale noted below.

In the event of cancellation, The Grassmarket Centre shall have the right to impose a cancellation charge which shall be calculated as a percentage of the Price as detailed below:

- a) If cancelled 180-120 days prior to first arrival date, by 10%
- b) If cancelled 120-90 days prior to first arrival date, by 15%
- c) If cancelled 90-60 days prior to first arrival date, by 25%
- d) If cancelled 60-30 days prior to first arrival date, by 50%
- e) If cancelled less than 30 days prior to first arrival date, by 100%.

3. Number of Delegates

Final numbers MUST be confirmed no less than one week (7 days) prior to the event.

4. Catering

Final catering numbers are unable to change less than 2 working days before the date of the event. Most dietary requirements can be accommodated as long as the Catering Manager has been informed no less than 5 working days before the commencement of the event.

5. Changes to booking

All changes to your booking must be provided in writing or e-mail, not verbally.

6. Event Start

Grassmarket Centre aims to ensure that your space is ready on time for you with your room requirements met. However, if you or your delegates arrive before the specified entry time on your booking form, we cannot guarantee that your space will be ready for you. If you require early access in order to set up or decorate the room, this will be chargeable.

7. Event End

We ask that groups adhere to the times stated on their booking forms and are leaving the room at the end time stated. Should the group not be able to adhere to this, additional charges of £10+VAT per 15 mins will apply. Please ensure that all materials and equipment are taken with you on departure unless previously agreed that they can be stored at the centre.

8. Registration

You are required to keep an accurate register of those delegates attending your meeting. In the event of a fire or building evacuation you should ensure that all delegates on the register are accounted for and pass this to the Centre Manager upon completion. This is your responsibility.

9. Damages

Grassmarket Centre reserves the right to charge for any breakages or damages to the building or its equipment, furniture, fixtures, fittings or fabric; this extends to Blu-Tack or Sellotape (or equivalent) marks on the walls. Blu-Tack and Sellotape (or equivalent), are strictly forbidden. Please speak to the Office & Building Manager if you have need of such items and they will advise accordingly.

10. Smoking

All rooms at the Grassmarket Community Project are non-smoking; this includes the courtyard. Groups who wish to smoke are requested to smoke outside the courtyard and to ensure that the entrance to the facility is left in a clean and respectable manner. This applies to those smoking the e-cigarettes also. For private evening events who have booked the entire centre, smoking in the courtyard may be permitted.

11. Other Users

The Grassmarket Community Project is a multi-use building and groups are asked to respect other groups within the Centre at all times. We are a busy building and cannot always provide quiet spaces, but will do our best to meet your expectations. Please be aware that we do run a busy public café from 9am to 4pm, but we will do our best to keep noise levels to a minimum. If a problem with another group arises, please see a member of staff.

12. Rooms and spaces

We ask that groups ensure that all of their materials/delegates be contained within the rooms/spaces they have booked only. The café/hub area may be able to be used for registration or other purposes but only when previously agreed with Grassmarket Centre staff as this is a public space.

13. Cleaning

If your group has left extensive damage or cleaning after your event at Grassmarket Centre, you will be invoiced for the cost of necessary repairs and services. Additional cleaning charges are billed at £20.00 per hour, with a minimum of two hours billed.

14. Payment

Payment of the booking should be made on receipt of your invoice and within the time period noted. Weddings and private functions will be required to pay a deposit of £500 within 14 days of confirming their booking. They will also be required to settle their full invoice one week before the date of the event. Failure to do so will result in the event being cancelled. Any additional charges incurred after payment of this invoice will be invoiced separately after the event.

15. Health and Safety

- i) Do not obstruct marked fire exits with any equipment or furniture during the course of your booking. Should a member of staff notice such obstructions you will be asked to move the offending items to a new location. Any cables should be securely taped to the floor so as to avoid any trip hazards.
- ii) Any damage to our building or equipment that is noticed, prior to the event commencement, should be reported to the on-duty staff as it may pose a health and safety risk to you or others.
- iii) Grassmarket Centre is not responsible for providing First Aid treatment for your event. The centre holds a generic risk assessment for external events but you may be required to complete your own. If you require further advice about this please see the Events Manager.
- iv) Grassmarket Centre is not responsible for insurance or managing your event in terms of health and safety but does reserve the right to stop an event if it believes the event is unsafe to the building or other groups.
- v) Due to fire regulations we insist that all groups who have members with mobility problems consider themselves responsible for such persons' evacuation during a fire (assisted by Grassmarket Centre staff).
- vi) Grassmarket Centre cannot be held responsible for any damage or theft of personal belonging whilst they are in the building.
- vii) If you wish rooms to be locked while your group is not using the space please again see the Events Manager.
- viii) If you see any suspicious objects in the building please see the Events Manager or a member of caretaking staff.
- ix) No money can be held on site at any time for any group within the building.

16. Licenses

i) Grassmarket Centre holds a full Theatre License and Cinema License. We do not hold an alcohol licence but we can apply for an occasional licence if given at least 6 weeks' notice.

ii) Any license that is required out with these will be your responsibility to organise and pay for. It is fully your responsibility to ensure the event is sufficiently staffed and all correct risk assessments carried out.

We hope you enjoy your time with us. If there are any problems, please do not hesitate to let us know.