

**TERMS AND CONDITIONS FOR HIRE OF ROOMS  
AT CHILDREN IN SCOTLAND**

1. The group/person using room(s) will:
  - (a) Make good any breakage of furniture, fitting, equipment or fabric of the building damaged during the period of the room hire.
  - (b) Ensure that no items are pinned or stuck to the walls.
  - (c) Leave premises in a clean and tidy condition, ie put furniture and equipment back as they were found, put all rubbish in the bins provided.
  - (d) Vacate premises at the allocated time.
2. Children in Scotland reserves the right to cancel bookings to allow for special events to take place. If this is necessary, the contact person named on the booking form will be notified in writing as soon as possible, and will be responsible for informing all those affected by the cancellation.
3. Children in Scotland reserves the right to refuse bookings at its own discretion.
4. Children in Scotland accepts no liability for damage or loss of property brought into offices.
5. The contact person named on the booking form is responsible for advising their group of fire procedures, keeping a record of those attending and informing Children in Scotland staff if anyone requires assistance in the event of an evacuation.
6. If a booking is cancelled more than three weeks prior to the event, a cancellation fee of £15 will be charged. If the booking is cancelled less than three weeks prior to the event, the full room hire fee will be charged.

I have read and agreed to the terms and conditions for hire at Children in Scotland

Signed \_\_\_\_\_

Organisation \_\_\_\_\_

Date \_\_\_\_\_

PLEASE ENSURE YOUR DELEGATES ARE INFORMED OF  
EMERGENCY PROCEDURES IN THE EVENT OF A FIRE

**BOOKING FORM**

Book online at [www.childreninScotland.org.uk/rooms](http://www.childreninScotland.org.uk/rooms)  
or complete and return this form to:  
Emma Paton, Children in Scotland, Princes House,  
5 Shandwick Place, Edinburgh EH2 4RG  
Tel: 0131 228 8484 Fax: 0131 228 8585  
Email: [epaton@childreninScotland.org.uk](mailto:epaton@childreninScotland.org.uk)

	Half day		Full day	
	Member	Non-member	Member	Non-member
Board Room	<input type="checkbox"/> £30	<input type="checkbox"/> £55	<input type="checkbox"/> £35	<input type="checkbox"/> £65
Training Room	<input type="checkbox"/> £30	<input type="checkbox"/> £55	<input type="checkbox"/> £35	<input type="checkbox"/> £65
Meeting Room	<input type="checkbox"/> £20	<input type="checkbox"/> £35	<input type="checkbox"/> £25	<input type="checkbox"/> £45

Date: \_\_\_\_\_ Times: from \_\_\_\_\_ to \_\_\_\_\_

Number of people attending: \_\_\_\_\_

- If any delegates need assistance in the event of an evacuation, please tick this box and give details:

\_\_\_\_\_

Total cost of required equipment £ \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_

- I enclose a cheque for £ \_\_\_\_\_ made payable to  
Children in Scotland

- Please invoice for £ \_\_\_\_\_ to: (if different from above)

Name \_\_\_\_\_

Position \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Tel: \_\_\_\_\_



**MEETING  
AND TRAINING  
SPACE HIRE**

Princes House  
5 Shandwick Place  
Edinburgh EH2 4RG  
0131 228 8484  
[info@childreninScotland.org.uk](mailto:info@childreninScotland.org.uk)  
[www.childreninScotland.org.uk/rooms](http://www.childreninScotland.org.uk/rooms)

effective from 1 January 2005

## ROOM HIRE

Children in Scotland, the national voluntary organisation working for children and their families, has three rooms available to hire on a daily basis from Monday to Friday, 9.30am to 4.30pm. There is wheelchair access, a lift and induction loop systems in the reception and board room. Children in Scotland is situated in the West End of Edinburgh within a short distance of both Waverly and Haymarket Railway Stations. The nearest parking available is in Castle Terrace Car Park. Parking is available for Blue Badge Holders on Rutland Street. Groups are requested to arrive before the start of their meeting to organise room layout and familiarise themselves with fire exits and evacuation procedures.

Please note that Children in Scotland operates a no smoking policy.

### **Board room**, suitable for up to **20** people

half day: £30 members of Children in Scotland  
£55 non-members of Children in Scotland  
full day: £35 members of Children in Scotland  
£65 non-members of Children in Scotland



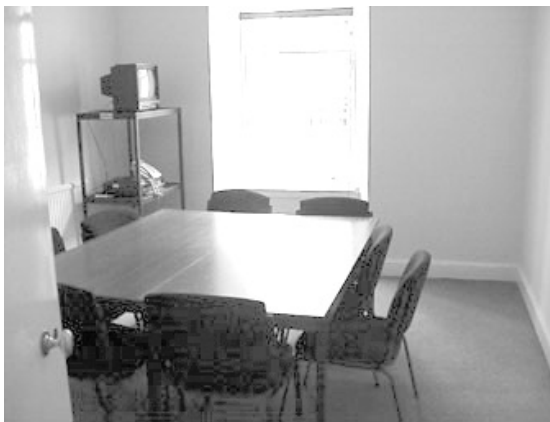
### **Training room**, suitable for up to **20** people with a connecting door to the board room

half day: £30 members of Children in Scotland  
£55 non-members of Children in Scotland  
full day: £35 members of Children in Scotland  
£65 non-members of Children in Scotland



### **Meeting room**, suitable for up to **8** people

half day: £20 members of Children in Scotland  
£35 non-members of Children in Scotland  
full day: £25 members of Children in Scotland  
£45 non-members of Children in Scotland



## EQUIPMENT HIRE

The following equipment can be hired on site. Please tick to indicate what you require.

- Overhead projector and screen  
£10 per day
- Digital projector  
£50 per day
- TV and Video  
£20 per day
- Video and Projector  
£60 per day
- Laptop (Apple iBook)  
£60 per day
- Laptop (PC Sony Vaio or Acer)  
£60 per day
- Flipchart and paper  
£8 per day
- Radio/cassette player  
£5 per day
- Coffee/Tea  
£1 per person

From time to time we may approach you about other projects, events, publications and magazines that Children in Scotland produces or organises. If you do not wish to be contacted, please tick this box.   
We may occasionally wish to make your details available to other carefully selected organisations. Please tick this box if you do not wish us to do this.