



The Engine Shed

Conference Facilities Pack

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Delegate Rate Price List

Rooms available Monday to Friday 9 till 4.45pm

- | | | |
|----|---|----------------------------------|
| 1. | Full day delegate rate (3 servings tea/coffee) | £20 per person (exc. VAT) |
| 2. | Half day delegate rate (max 4 hours – 2 servings tea/coffee) | £15 per person (exc. VAT) |

Price includes:-

arrival = tea, coffee & homemade biscuits
mid morning = tea, coffee & homemade fruit/cheese scones
with preserves (**full day rate only**)

(3rd serving of tea/coffee/biscuits can be served either at lunch or mid afternoon)

There is the option of ordering a further serving of tea/coffee/biscuits - £1pp

- a choice of one of the menu's on page 3 / jugs of water served throughout the day
- juice & water served at lunch
- full use of conference equipment including, computer, data projectors & screens, flip chart easels, paper & pens
- **For groups fewer than 4 people, we request you to use the cafe for your two course meal.**

Options 3 & 4 – groups over 35 or 4 or more consecutive bookings will be authorised. Less than 35 people or 4 bookings can only be booked 7 days in advance.

- | | | |
|----|---|-------------------------------------|
| 3. | Full day tea/coffee/biscuits only (3 servings) | £12.50 per person (exc. VAT) |
| 4. | Half day tea/coffee/biscuits only (max 4 hours-2 servings) | £10.00 per person (exc. VAT) |

Prices includes:-

- tea, coffee, homemade biscuits & jugs of water only
- full use of conference equipment including, computer, data projectors & screens, flip chart easels, paper & pens

5. Saturday bookings

Minimum charge for use of conference room £225 (15 delegates).

- **Additional delegates £15 per person (exc. VAT)**

Price includes

- tea, coffee, homemade biscuits & jugs of water only (3 servings)
- use of flip chart easels, paper & pens

For groups of 25 and above you will automatically receive the meeting room as a refreshment/breakout space (if available on day of enquiry). Groups under 25, if you would like to use the meeting room as a breakout room an additional cost will apply – ½ day £50 or full day £100.

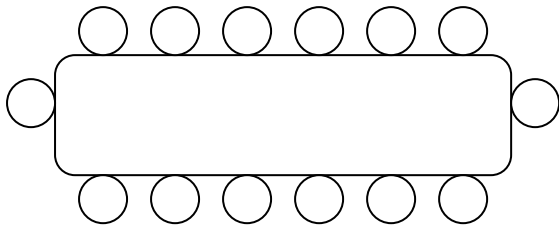
Extras available:

- Extra serving of tea & coffee £1.00pp
- Fresh fruit salad £1.95pp
- Homemade fruit/cheese scones £1.00pp
- Portions of cake/slices £1.50pp
- Photocopying – only single sheets of A4 paper up to 50 sheets at 15p each. For other photocopying you can use Greenprint Printers on St Leonards Street (two minutes from the Engine Shed) for a quick and efficient service.

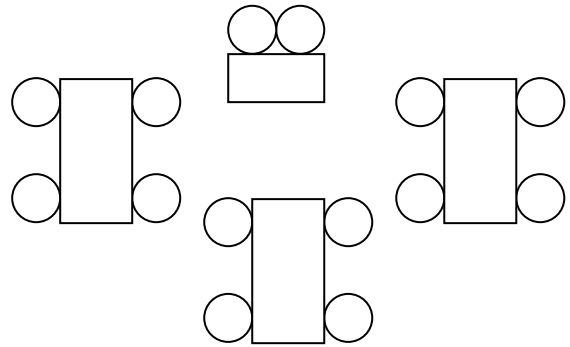
Room layouts

(for illustration purposes only - see room dimensions for seating capacity)

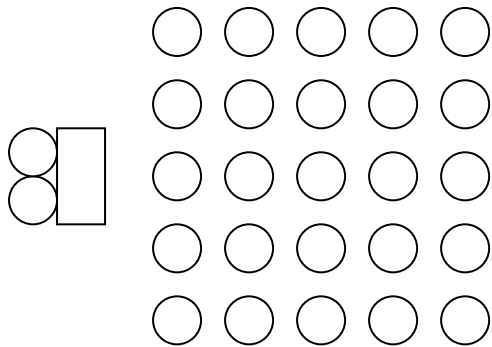
Boardroom - (max 40 people)



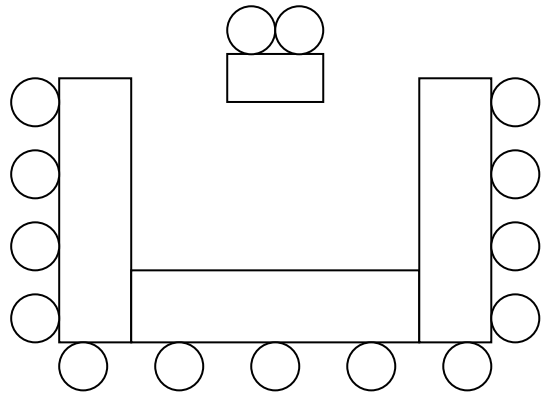
Cabaret - (max 40 people)



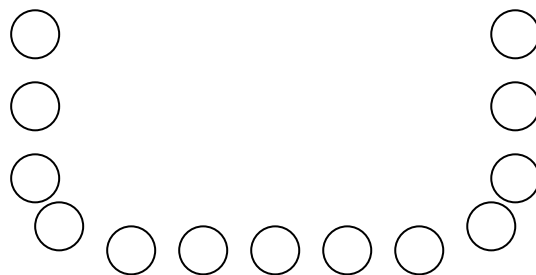
Theatre - (max 60 people)



Horse Shoe (with tables) - (max 40 people)



Horseshoe (without tables) - (max 60 people)



Room Dimensions

Conference Room (94.3 sq. metres)

- minimum of 12 people
- maximum 60 people

Meeting Room (28.4 sq. metres)

- maximum 12 people (suitable only for boardroom layout)
- this room can be partitioned to make 2 smaller rooms

Tea/Coffee Servings – whats included

Arrival = homemade biscuits

Mid morning = home made cheese & fruit scones with butter and preserves (full day rate only)

(3rd serving of tea/coffee/biscuits can be served either at lunch or mid afternoon)

(There is the option of ordering a further serving of tea/coffee/biscuits - £1pp)

Menu a

- homemade vegetable lasagne
- garlic bread
- served with green salad & a choice of 1 other salad
- selection of homemade cakes/slices OR basket of whole fresh fruit OR 50/50

Menu b

- homemade vegetable chilli and rice (v) (wf)
- tortilla chips and sour cream
- served with green salad & a choice of 1 other salad
- selection of homemade cakes/slices OR basket of whole fresh fruit OR 50/50

Menu c

- homemade vegetable quiche
- served with green salad & a choice of 2 other salads
- selection of homemade cakes/slices OR basket of whole fresh fruit OR 50/50

Menu d

- homemade tofu stir-fry, served with rice
- choice of x 2 salads
- selection of homemade cakes/slices OR basket of whole fresh fruit OR 50/50

Menu e

- baked potatoes (wf)
- grated vegetarian cheddar, baked beans, egg mayonnaise
- choice of x 2 salads
- selection of homemade cakes/slices OR basket of whole fresh fruit Or 50/50

Menu f (less than 15 people choice of 1 soup only)

- choice of x 2 homemade soups (v)
- selection of engine shed breads, homemade hummus (v) & lentil & coconut pate
- choice of x 2 salads
- selection of homemade cakes/slices OR basket of whole fresh fruit OR 50/50

Menu g

- filled wraps & assorted organic engine shed sandwich triangles/wraps
- selection of fillings
- choice of x 2 salads
- selection of homemade cakes/slices OR basket of whole fresh fruit OR 50/50

Menu h (minimum 15 people)

- finger buffet with 8 assorted vegan & vegetarian nibbles & dips
- selection of homemade cakes/slices OR basket of whole fresh fruit OR 50/50

- **For groups fewer than 4 people, we request you to use the cafe for your two course meal.**
- **40 or more people can choose 2 main courses and a choice of 3 salads.**

Salad Choices

- Green salad (v) (wf)
- Tomato & basil (v) (wf)
- Carrot, cheese and sunflower seeds with orange dressing (wf) (seeds)
- Red apple, celery, onion and hazelnut with yoghurt dressing (nuts) (wf)
- Beetroot with French dressing (v) (wf)
- Rice & pepper (v) (wf)
- Tabouli (v)
- Potato salad (v) (wf)
- Avocado, celery, apple, almond and date with lemon juice (wf) (nuts)
- Roasted vegetable & pasta salad with pesto (v) (wf) (nuts)
- Greek feta, olive & tomato (wf)
- Egg mayonnaise (wf)
- Coleslaw

Soup choices

- Chunky Vegetable (v) (wf)
- Lentil (v) (wf)
- Tomato & Basil (v) (wf)
- Carrot & Ginger (v) (wf)
- Leek & Potato (v) (wf)
- Carrot & Coriander (v) (wf)
- Scotch Broth (v) (wf)
- Minestrone (v)

Cakes/traybakes

- Carrot cake
- Lemon syrup cake
- Chocolate (v)
- Millionaires shortbread
- Chocolate brownie
- Flapjack (wf)
- Apricot slice (sugar free)

Extras

- Extra serving of tea, coffee & biscuits £1.00pp
- Homemade fruit/cheese scones £1.00pp
- Fresh fruit salad £1.95pp
- Portions of cakes/slices £1.50pp

(v) = vegan

(wf) = wheat free

Terms & Conditions

1. In the event of a late cancellation, the following cancellation fees will apply:
 - **All cancellations must be confirmed in writing to the Engine Shed by fax or email.**
 - All week long events (5 days) made more than 3 months in advance will incur a cancellation fee of 20% of total cost of booking, if cancelled less than **1 month (20 week days)** prior to event.
 - Less than **10 weekdays** before the date of booking 25% of the charge
 - Less than **5 weekdays** before the date of booking 50% of the charge
 - Less than **48 hours** before the date of booking 100% of charge.
2. **All provisional bookings must be confirmed in writing, with a completed booking form and returned within 7 working days, otherwise the room will be re-allocated.**
3. The conference room is a minimum of 12 people. If your numbers do decrease you will still be charged for 12 people.
4. All times for tea breaks & lunch must be confirmed when completing booking form.
5. If your event takes place on a Friday, final numbers must be confirmed 6 working days prior to event e.g. previous Thursday.
6. Clients automatically agree to terms & conditions with or without signature on booking form.
7. Less than 5 working days (Mon-Fri) before date of booking, numbers for catering cannot go lower than the number stated on original booking form. They can increase but not decrease.
8. Rooms are available for hire Monday to Friday: 9.00am to 4.45pm. We allow 15 minutes either end for setting up and tidying up and will require groups to adhere to these times.
9. Unless otherwise stated lunch will be served at 12.30pm.
10. Groups over 4 are unable to reserve a table in the café. For groups fewer than 4 people we request you to use the café for your two course lunch.
11. Keep an attendance register: If the fire alarm sounds, the attendance register should be removed to be used for checking that everyone has left the building.
12. The company reserves the right to charge for any breakages or damage to furniture, fixtures, fittings, fabric or equipment.
13. The room(s) must be vacated at the time indicated on the booking form.
14. From time to time, the Management Committee of Garvald Community Enterprises may find it necessary to cancel bookings to allow for special events 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.

Method of Payment

1. You will be invoiced for all charges connected with your booking one week following the date of your booking via email unless other wise stated.
2. Invoices should be paid by cheque or BACS within 30 days of receipt.
3. All prices are subject to VAT at the standard rate of 20% from 1st January 2011.
VAT Reg. No. 717 1691 31

Conference and Meeting Room Audio Visual Facilities

no technical support available – basic connectivity issues only

please copy and hand to trainer/presenter

COMPUTERS

What operating system and software are installed on your PCs?

Our PCs run Microsoft Windows XP and Microsoft Office 2003, which includes Powerpoint, Excel and Word. We have installed the Microsoft Office 2007 compatibility pack, which supports files created in newer versions of Office. However we would recommend that you save your presentation in Microsoft Office 2003 format if possible, and that you test it on another PC system before attending.

What media can I bring my presentation on?

Our PCs can take presentations provided on CD-ROM, DVD and USB Memory Stick. USB is available either on the front or rear of the PC.

Can I access the internet?

Internet access is possible through our wireless Internet access point. You should contact our administration team beforehand to arrange this.

PRESENTATIONS

Can I email you my presentation in advance so that it is on the PC ready for our meeting?

We would advise all clients to take responsibility for their own presentations as we cannot supply technical support other than basic connectivity issues.

How do I make sure my media clips work?

When you bring your PowerPoint file, make sure that any video clips or sound files are saved in the same folder on your storage disk. You should test your presentation on a PC, other than the one on which it was created before your meeting to ensure that you have all the media files required.

If you have any doubt you should use the "Package for CD" in PowerPoint as this ensures that all media required is stored on a single disk by default. The option for Linked files should be checked as this ensures that any linked files such as Excel charts or graphics are also included in the package. Be sure to check the box Embedded True Type fonts as this ensures that all fonts you have used in your presentation will show properly on screen, even if our computer does not have that font installed.

DATA PROJECTORS

Can I connect my laptop to your projector?

No. However you are more than welcome to bring your own laptop & projector, using our screen only.

no technical support available – basic connectivity issues only

please copy and hand to trainer/presenter

Outside Catering Menu

(all prices exclusive of 20% VAT)

- **Outside catering available for delivery in the Engine Shed van.**
- **City Centre deliveries are free of charge (2 mile radius), out with the city is £20.**

Complimentary napkins included.

We do not supply crockery or cutlery.

Savouries

Homemade quiche (serves 8-generous portions)

£18.00 per quiche

Various fillings - Mushroom & onion, garden vegetable, Mediterranean vegetable, leek & sweet corn

Filled sandwich triangles

£1.95 per person

Tortilla wraps (cut into 3)

£2.50 per person

(various fillings and all served with salad)

Egg mayonnaise & cress, cheese, cheese & celery, roasted vegetable with cream cheese, brie & cherry tomato & houmous

Salads

Options:

STANDARD

- carrot, cheese & sunflower seed with orange dressing
- red apple, celery, onion & hazelnut with yoghurt dressing
- beetroot with french dressing (v)
- tomato & basil (v)
- rice & pepper (v)
- smoked tofu & tamari with caraway seed (v)
- tabouli (v)
- green salad (v)
- potato (v)
- coleslaw

DELUXE

- avocado, celery, apple, almond & date with lemon juice
- roasted vegetable with pesto (nuts) (v)
- greek feta, olive & tomato
- egg mayonnaise
- cheese

Standard

Small (up to 6 persons) £8.00
Large (up to 10 persons) £15.00

Deluxe

Small (up to 6 persons) £10.00
Large (up to 10 persons) £20.00

Desserts

Fresh fruit salad

£1.95 per person

Fresh fruit trifle

£1.95 per person

Carrot Cake (serves 12)

£15.00 per cake

Lemon Syrup Cake (serves 8)

£12.00 per cake

All other cakes e.g. flapjacks, chocolate brownies

£1.50 per person

Extras

Scones (fruit or cheese)

£1.00 per person

Mince pies (Nov-Dec only)

75p per person

Bottles of still or sparkling water (1 litre)

£1.70 per bottle

Cartons of Juice (orange, apple, red grape – 1 litre)

£1.70 per bottle



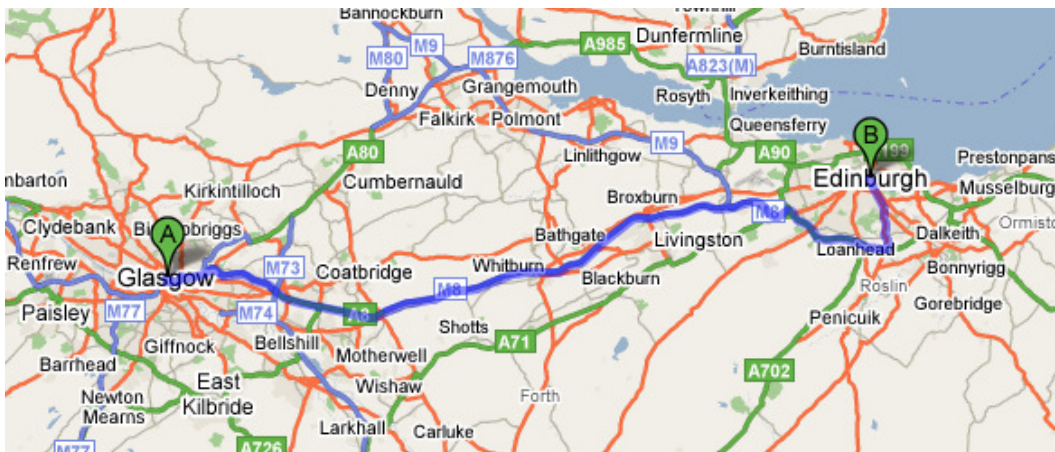
Buses between North Bridge & Newington

5, 47, x47, 37, 7, 31, 29, 3, 3a, 8 & 49

Walk through Rankeillor Street or Montague Street, cross the road at zebra crossing and straight down St Leonard's Lane, by St Leonards Police Headquarters.

Walking Distance from Waverley Train Station

Approximately 1 mile
15 minute walk.



Route from Glasgow to Edinburgh

