



The City Chambers

– EDINBURGH –

Additional Information

Viewings

If you are considering booking an event at the City Chambers, Business Centre or Lothian Chambers and require a viewing please arrange an appointment through the Events Office. Telephone - 0131 529 4009 / 4003, Fax 0131 529 4099 or by e-mailing eventsbooking@edinburgh.gov.uk

Access

Access to the City Chambers quadrangle is by a bollard system. When driving up to the entrance please stop at the bollard and press the intercom button. A member of security or reception staff will answer the buzzer, state the reason for your entry and wait for the bollard to go down. If arriving in convoy, only one car can go through the system at a time, as the bollard will rise automatically after each car.

There is disabled access to City Chambers/Business Centre and Lothian Chambers. Please advise the Events Office in advance if you require disabled access, as this assists with the room layout. There are two disabled parking spaces at the front of the City Chambers in the Quadrangle which can be used for the duration of your event, however these spaces are on a first-come first-served basis and cannot be booked in advance.

Bookings

- Prices are subject to change without prior notice; all quotes are based on current prices.
- Provisional bookings can be made by telephone or e-mail with no obligation and will be held for a pre arranged amount of time, no deposit is required at this stage.
- Confirmation of Bookings must be made by writing, filling in the appropriate form and send in either by post or e-mail to the Events Office. External clients must provide full payment at the time of booking.

Cancellation by the City of Edinburgh Council

If for some reason the venue has to cancel the booking, City of Edinburgh Council will fully refund any payment made by the client, less any costs already incurred

Cancellation by the Client

Should you have to cancel, postpone or reduce the timings of your confirmed booking at any time prior to the event, the Council Cancellation Policy is to retain 50% of payment for events cancelled up to 12 weeks before the event, 100% thereafter.

Catering

Catering requirements must be made direct with the Events Office who will liaise with the internal catering department. If you require a paying bar, Edinburgh Catering Services requires 6 weeks notice to obtain the relevant licence. If you require Cabaret Style set-up, for a meeting, linen table clothes WILL be required at a cost of £4.50 per table. These will be ordered through Edinburgh Catering Services.

Cloakroom Facilities

The City Chambers does not have a cloakroom facility, but are able to provide coat stands for use by guests at their own risk. The City of Edinburgh Council cannot take responsibility for any loss or damage to property.

Closure

If there is any disruption to the event due to unforeseen closure of the building The City of Edinburgh Council will not be held liable.



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Charities

If you are a registered Charity you are eligible for a subsidised rate. You must provide your charity registration number on booking.

Deliveries

Deliveries and uplift of all event equipment must be pre-arranged and take place between 8.30am and 5pm Monday to Thursday, 8.30am and 3.30pm on Friday via the Goods Entrance located at 14 Cockburn Street. Please clearly mark all boxes with the title of the event, date and room name of where the event is taking place. Please note that there is limited unsecured storage and therefore we cannot guarantee to be able to receive the material more than 24 hours in advance.

Events Assistant

Assistance by Events staff will be available as required or as agreed.

Feedback Forms

If you would like to provide feedback on your experience at the City Chambers, Business Centre or Lothian Chambers, please fill in the feedback form which will be e-mailed to you after your event.

First Aid

If you require First Aid assistance within office hours please call reception on 0131 529 4450, who will alert the nearest first aider. Out with office hours there are no First Aid provisions on site, therefore, you should ensure you have provided a suitable number of appropriately qualified personnel relative to the expected number and nature of attendees.

Guest List/Event Entry

The City of Edinburgh Council's Events Office requires a copy of your delegate/guest list, except in the case of public meetings. The Events Office must be informed in advance of any intentions to invite Royalty, Members of Parliament, or other VIPs.

Housekeeping Notes

A set of housekeeping notes are provided in each room, you are responsible for advising your guests of these including the Fire Evacuation Procedures. A divisional bell will sound on a Full Council Day, which usually take place on third Thursday of the month.

Internet Access

Internet access may be available in certain circumstances in some rooms. Please contact the Events Office for details.

Photocopying

There will be a charge of 15p per A4 and 20p per A3 black and white photocopy. This will be added to your final invoice. Colour copies are not available.

Press/Photography

The Events Office must be notified in advance if members of the press or photographers are to be in attendance at any event.

Parking

Please note that the City Chambers, Business Centre and the Lothian Chambers do not have car parking facilities. The nearest NCP Car Park is located on Niddry Street. You can find more information on this at www.ncp.co.uk/. Please see Disabled Access for information on disabled parking.



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Rates

For rate information please see the additional factsheet other wise contact the Events Office, contact details are below.

Smoking

The City Chambers, Business Centre and Lothian Chambers are all smoke free venues. This includes the Quadrangle area located at the City Chambers entrance.

Timing

Finish time of evening events must be agreed in advance with the Events Office and be adhered to. All guests must depart the building no later than 30 minutes after the agreed time.

Weddings/Events

Please be aware that as Edinburgh City Chambers is a working building, we are unable to allow confetti, helium balloons or smoke machines.

Additional Services

AV equipment is available for use, but should we have to hire additional equipment in, then an additional charge will be made. The Events Office can also assist with preparation of table plans, name cards, signage, menu cards, sourcing of photographers, florists etc. A charge may be made for some services, please check with the Events Office.

Contact Details

Events Office, City Chambers, High Street, Edinburgh, EH1 1YJ

Tel: – 0131 529 4009 / 4003

Fax: – 0131 529 4099

E-mail: – eventsbooking@edinburgh.gov.uk

Website: – www.citychambersedinburgh.co.uk