

RIE Postgraduate Education Centre Room Booking - Terms and Conditions

Advance Bookings – Room bookings will only be accepted up to 4 months in advance.

Booking times – Please make sure you arrive on time for your booking and ensure you leave at, or prior to, the agreed booking time.

Authorised users – Please include the name and contact details of the person responsible for users in the booking details above.

Cancellation by RIE PEC - We reserve the right to cancel bookings if deemed necessary.

Cancellation by Client – Please email loth.riepec@nhs.scot at the earliest opportunity.

Room Layout – Clients are responsible for the moving of furniture prior to the start of the booking and rooms must be returned to their original layout and left in good condition at the end of the booking.

Damages or Stolen Items – Named users in the booking will be held responsible for damages or stolen items incurred during the period of the booking and may result in charges for repairs or replacements.

Catering – We do not provide catering, but consumption of food and drinks is allowed in all rooms. Please ensure rubbish is removed and spillages and breakages are cleaned. If you wish to book catering for your event, please contact RIE.hospitality.uk@equans.com

Photocopying/Printing - We do not provide a photocopying and printing service. Users are expected to provide their own arrangement in advance.

Health and Safety – All users must adhere to the Health & Safety and Fire Regulation procedures for the location including room capacity below.

Room Capacity & Equipment

- **Arthur's Seat** – 60, NHS PC, Projector, 4 Tables, flipchart and pens.
- **Blackford** – 50, NHS PC, TV, 3 Tables, flipchart and pens.
- **Calton** – 30, NHS PC, TV, 3 Tables, flipchart and pens.
- **Craigmillar** – 20, NHS PC, TV, 3 Tables, flipchart and pens.