

# Meeting rooms for hire in a great location near Edinburgh city centre



Royal College  
of Nursing  
Scotland



**A striking Victorian building in a quiet and leafy area on South Oswald Road, surrounded by beautiful gardens.**

The meeting rooms are located for easy access to the city by-pass, Edinburgh International Airport, the A1 South and central Scotland's motorway network and are around two miles south of Princes Street and the city centre.

Competitively priced, there is a choice of three rooms offering flexible meeting space. The rooms are bright and airy and offer the latest video and teleconferencing equipment.

The Royal College of Nursing in Scotland campaigns on issues of concern to nurses and patients, influences health policies and promotes excellence in nursing practice on behalf of its members.



	Meeting room 1	Meeting room 2	Meeting room 3
<b>Theatre style</b>	40	n/a	24
<b>Boardroom style</b>	30	10	20
<b>Cabaret style</b>	24	n/a	16
<b>Reception style</b>	40	n/a	24
<b>AV equipment</b>	PC + interactive whiteboard	PC + wall mounted screen	PC + wall mounted screen
<b>Internet access</b>	✓	✓	✓
<b>Telephone</b>	✓	✓	✓
<b>Videoconferencing</b>	✓	On request	On request
<b>Teleconferencing</b>	✓	✓	✓
<b>Flipchart, pad &amp; pens</b>	✓	✓	✓
<b>Natural daylight</b>	✓	✓	✓
<b>Wheelchair accessible</b>	✓	✓	✓

	Meeting room 1	Meeting room 2	Meeting room 3
Half day*	£240	£60	£120
Full day*	£360	£120	£240

\*All prices are inclusive of VAT.

## Your meeting room package

The above prices include tea/coffee and biscuits on arrival and one further serving during each half-day session.

We can recommend external caterers for lunch orders and can receive food deliveries on your behalf.

In addition to the above meeting rooms we can also offer an open reception area where you can:

- meet and greet delegates
- set up registration facilities
- set up a small display, including use of a laptop computer and wall mounted screen.

Limited car parking is available on site.

# Terms and Conditions

## Deposits

A deposit of 50% of the room hire cost is required at the time of booking. Payment of the balance must be within 30 days of receipt of invoice.

## Room bookings and cancellations

Written confirmation in the form of a completed and signed contract is required from the client for all bookings. Bookings are finalised only when the signed contract is received by the Finance Department at RCN Scotland.

Cancellations will only be accepted in writing. Cancellation charges are as follows:

- less than four working weeks – deposit is non-refundable
- between four and six working weeks – 50% of the deposit is non-refundable
- over six working weeks – full refund.

## For further information please contact

RCN Scotland

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