



Dovecot Gallery

VENUE HIRE INFORMATION

Thank you for your interest in holding your event at Dovecot. In our unique building we have a variety of venue spaces which can accommodate an array of events – from meetings, conferences and workshops; to drinks receptions, dinners, and weddings. A virtual tour of Dovecot is available at www.dovecotstudios.com/about/dovecot-tour and a site visit can be booked by appointment. Dovecot is centrally located on Infirmary Street in Edinburgh's Old Town, close to the National Museum of Scotland, The Festival Theatre and Waverley Train Station. Our building is fully accessible for disabled users and we have Wi-Fi in each of our venue spaces. To check availability, receive a quote or make a provisional booking please contact us directly.

events@dovecotstudios.com | +44 (0)131 550 3660



Viewing Balcony, Dovecot

HIRE TIMES

Full Day	09:30 – 17:30 (with access from 09:00) ¹
Half Day (Morning)	09:30 – 13:00 (with access from 09:00)
Half Day (Afternoon)	14:00 – 17:30 (with access from 13:30)
Evening	18:00 – 23:00 (with access to set up from 17:00) ²

¹ Early access from **08:00 – 09:00** can be requested for an additional fee of **£30 + VAT**.

² For evening events, **security hire** is charged at **£25/hour + VAT** (minimum 4 hours).

HIRE RATES AND CAPACITIES (All prices exclude VAT)

THE MEETING ROOM

Boardroom or U-Shape x18 | Cabaret x 18 | Classroom x 24 | Theatre x 40 | Reception x 50 | Banquet x24

Full Day	£330 Standard	£300 Charity/Public Sector
Half Day	£230 Standard Rate	£200 Charity/Public Sector
Evening	£600 Standard Rate	£550 Charity/Public Sector

THE LADIES BATHS

Cabaret x 72 | Theatre x 120 | Reception x 120 | Banquet x96

Full Day	£550 Standard Rate	£450 Charity/Public Sector Rate
Half Day	£350 Standard Rate	£300 Charity/Public Sector Rate
Evening	£950 Standard Rate	£800 Charity/Public Sector

THE BALCONY

Banquet x250 | Reception x250 |

Full Day	£1250 Standard Rate	£800 Charity/Public Sector Rate
Evening	£1750 Standard Rate	£1250 Charity/Public Sector

NB: The Balcony is only available for hire on weekends and evenings.

THE WEAVING FLOOR (INC. BALCONY)

Reception x250 and Banquet x 250

Full Hire **£5000** | Hire rates dependent on specific event

NB: The Weaving Floor is only available for weekend hire, with a limited number of dates available each year. Please contact Dovecot directly for our current availability and a quote.

THE SOUTH GALLERY

Cabaret x 96 | Classroom x 90 | Theatre x 150 | Reception x 250 | Banquet x120 (or 150 Inc. Annex)

Full Day	£1250 Standard Rate	£900 Charity/Public Sector Rate
Half Day	£750 Standard Rate	£600 Charity/Public Sector Rate
Evening	£1750 Standard Rate	£1500 Charity/Public Sector

THE NORTH GALLERY

Cabaret x 48 | Classroom x 60 | Theatre x 120 | Reception x 120 | Banquet x60

Full Day	£950 Standard Rate	£800 Charity/Public Sector Rate
Half Day	£600 Standard Rate	£500 Charity/Public Sector Rate
Evening	£1450 Standard Rate	£1250 Charity/Public Sector

NB: The North Gallery and South Gallery can also be hired together for larger events. Gallery Hire availability is dependent on our exhibition programme and the type of event.

DISCOUNTS:

For multiple bookings we can offer a discount of **10% off** the additional venue space(s).

AV EQUIPMENT

For presentations, we can supply a **projector** for a fee of **£30/hire**, which is projected directly onto the white walls within both our Meeting Room and Ladies Baths. We can also supply adapters for Macs and PCs; however, we do ask that you bring a laptop with you.

For additional AV equipment such as lighting, a PA system or a stage, our recommended suppliers will be able to quote you directly based on your requirements:

❖ **FINIX PRODUCTIONS**

Skye McNeil

www.finix.co.uk | enquires@finix.co.uk | +44 (0)131 661 8880

❖ **TOWER PRODUCTIONS**

Catherine Devereux

www.tower-productions.com | catherined@tower-productions.com | +44 (0)131 552 0100

❖ **VISION EVENTS**

Ritchie Martin

www.visionevents.co.uk | ritchie@visionevents.co.uk | +44 (0)131 334 3324

CATERING

DOVECOT CATERING BY STAG ESPRESSO

Stag Espresso, operated by Richard Conway and situated on the ground floor at Dovecot, will freshly prepare all of your food and drink throughout the day. Please refer to the catering menu for Stag Espresso's options and prices.

Dovecot Café by Stag Espresso is also available to cater for drinks receptions on request (cold canapés only). If you would like a quote please contact Richard directly at:

www.stagespresso.com | stag.espresso@googlemail.com | +44 (0)7590 728 974

CATERERS

We also work with a panel of approved caterers for evening and larger events. Please see their individual websites and contact them directly as they would be delighted to provide a quote. Our caterers are all exceptionally helpful and can help with everything from food and drink to additional furniture for your event.

❖ **APPETITE DIRECT**

Claire Sutherland

www.appetitedirect.com | claire@appetitedirect.com | Tel: +44 (0)131 225 3711

❖ **C{ATE}R**

Barry Bryson (Drinks receptions and canapés only)

www.cateredinburgh.com | barry@cateredinburgh.com | +44 (0)7961 573 658

❖ **HERITAGE PORTFOLIO**

Katie Coleske

www.heritageportfolio.co.uk | katie@heritageportfolio.co.uk | +44 (0)131 555 2229

❖ **WILDE THYME**

Ilona McLaren

www.wilde-thyme.co.uk | ilona@wilde-thyme.co.uk | +44 (0)1764 679 326

BOOKING POLICY

To check availability and receive a quote please call us directly on 0131 550 3660 or email events@dovecotstudios.com. We can provisionally hold a space for you upon request and arrange a site visit if you would like to view the venue before booking.

When you are ready to confirm your booking we will issue our confirmation letter, terms and conditions and venue hire invoice. To secure the booking, a signed copy of the terms and conditions must be returned and payment of the invoice must be made by the date specified. We require all catering orders and final numbers one week prior to your event and changes cannot be made to your order on the day of your event. A catering invoice will follow shortly after your event.

USEFUL INFORMATION

❖ ACCESS & OPENING HOURS

As guests at Dovecot you are welcome to explore the building during your visit. Our Shop and Reception desk are open 09:00 – 17:30; our Viewing Balcony is open 12:00 – 15:00 (Mon-Sat); and our Gallery is open 10:30 – 17:30 (Mon – Sat) during our exhibition programme. Please refer to our website to find out what's on! Dovecot Café is also open 08:30 – 17:00 (Mon-Fri) and 10:00 – 17:00 (Sat) if you would like to enjoy a coffee before or after your event. Lift Access is available throughout the building, and a member of the Dovecot Team will always be available during opening hours to direct guests and assist with any event queries.

❖ WI-FI

WI-FI is available throughout our building.

❖ RE-CYCLING

Dovecot is able to recycle glass, paper and plastic.

❖ FINDING US

Dovecot is prominently located on Infirmary Street in Edinburgh's Old Town, close to the National Museum of Scotland, The Festival Theatre and Waverley Train Station.

Walk: Dovecot is a 10 minute walk from Waverley Train Station, Princes Street, Edinburgh Castle and Holyrood Palace.

Bus: Lothian Bus routes 3, 3A, 5, 7, 8, 14, 29, 30, 31, 33, 37, 47, X47, 48, X48, 49

Train: the closest train station is Edinburgh Waverley. From here it is a 10 minute walk or 5 minute taxi journey to Dovecot.

Bicycle: Edinburgh has a number of cycle lanes and paths. For maps please go to <http://www.edinburgh.org/traveltips/aroundbike/>. Dovecot has a bike rail at the front of the building.

Car: There is 2 hour on-street parking on Infirmary Street. The closest public car park is the NCP car park on Holyrood Road.