

Harmeny Education Trust

Reservation Form

print and return Reservation Form **by post** to Harmeny School
Administration Office marked 'Lodge Reservation Form'
or via email: admin@harmeny.org.uk

Cost of Room Hire

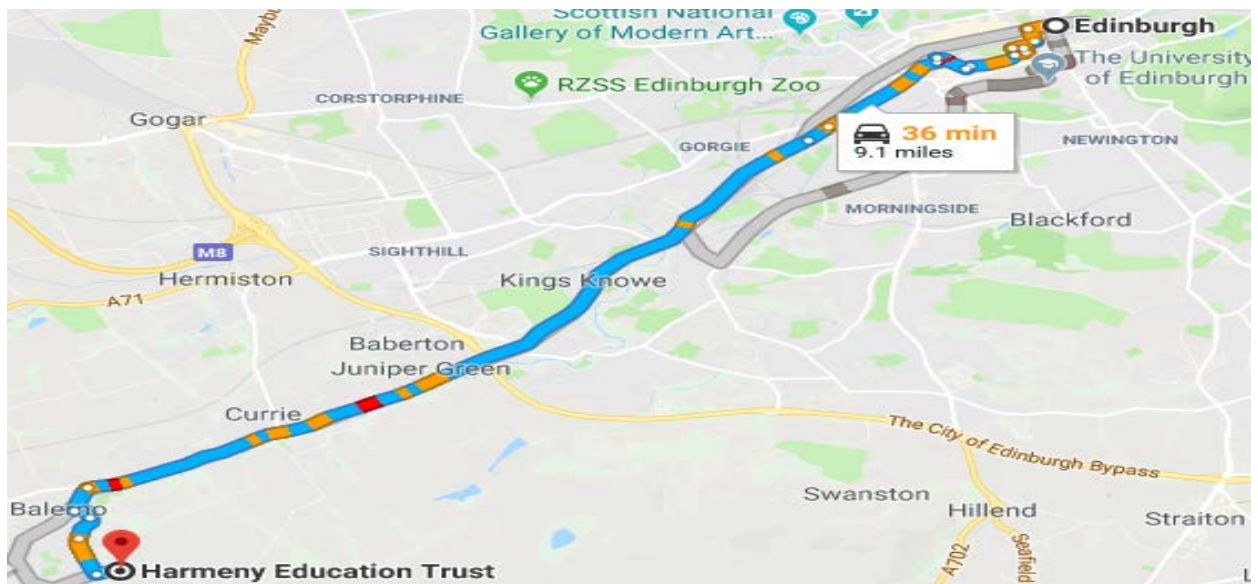
Day room hire 9.30am – 4.30pm: £100

Half day room hire 9.30am – 1.00pm or 1.00pm – 4.30pm: £50

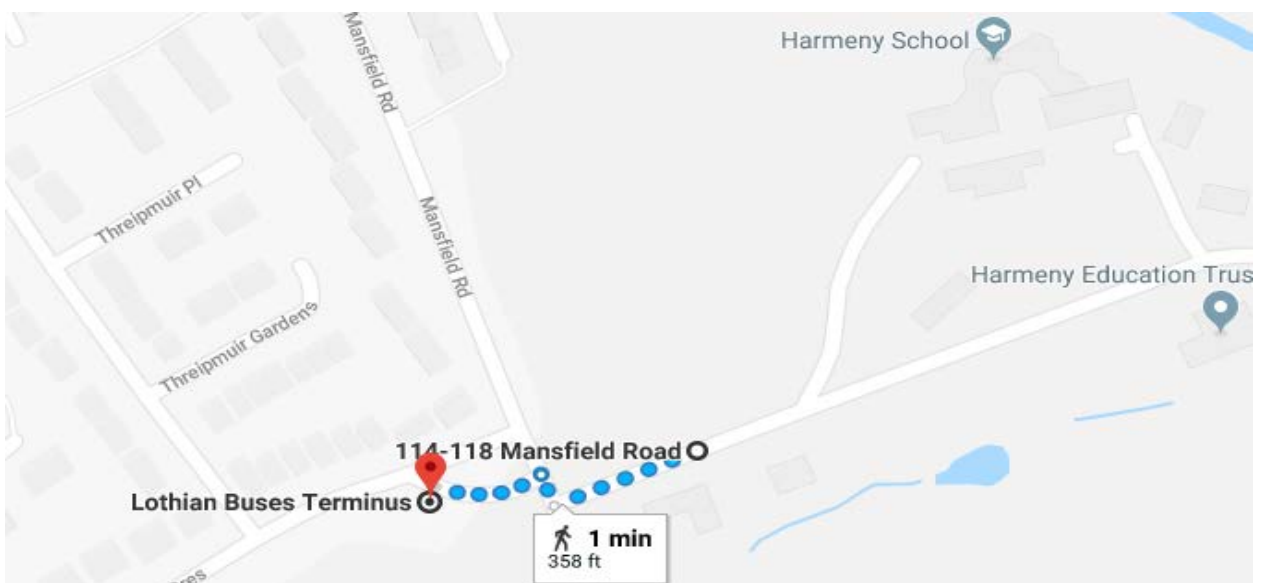
Travel to Harmeny Education Trust

Information regarding public transport is available from the Lothian Buses website

Driving route from Edinburgh to Harmeny Education Trust [link to Google Maps](#)



Walking route from Balerno bus terminus to The Lodge, Harmeny Education Trust [link to Google Maps](#)



Car Parking Facilities

Though car parking is limited, there are approximately four car parking spaces available at the rear of the lodge, located on the right hand side when entering Harmeny Education Trust. Alternative free parking is available off site in the adjacent street and local area. Harmeny is located in a residential area. Please ensure that you are not blocking residents' access to their homes.

Please note that vehicles and their contents are left at the owner's risk. Harmeny Education Trust Ltd will not accept any responsibility for any loss or damage to vehicles or their contents.



Access to IT Facilities

Harmeny Education Trust Ltd predominately uses Apple Mac computers. Alternatively, presentation/documents can be added to one of our Microsoft laptops for your use. When booking, please advise of any IT requirements.

Guest WiFi is available on request.

Booking Conditions

All room bookings are subject to Booking Conditions of Harmeny Education Trust Ltd set out in this document.

1) Completion of Booking

Bookings will only be secured once a fully completed reservation booking form is submitted and a confirmation email has been received by the client from a representative of Harmeny Education Trust Ltd. Any amendments or changes must be authorised by representatives of both parties in writing.

2) Confirmation

Details must be confirmed at least seven days prior to the event. The Client must provide information on the nature of the agenda and any names of guests or third parties attending the event. Any increase in numbers of delegates will be subject to space limitation and at Harmeny Education Trust's discretion.

3) Payment and Invoicing

Once a booking is confirmed, an invoice will be raised and sent for payment (according to the information completed on the reservation booking form). All charges must be paid in advance at least seven days prior to the event. Harmeny Education Trust reserves the right to cancel any booking where payment has not been received at least seven days prior to the event.

4) Cancellation by Client

The Client must inform Harmeny Education Trust Ltd of any cancellation in writing. Any cancellation within seven days of the event will incur a fee including, but not limited to, any changes for catering services. Cancellations made seven days before the event will NOT incur a fee.

5) Cancellation by Harmeny Education Trust Ltd

Harmeny Education Trust Ltd may cancel bookings including, but not limited to:

- an event that could prejudice the reputation and work carried out by Harmeny Education Trust Ltd
- failure of payment by the client seven days in advance of the event
- Harmeny Education Trust Ltd is closed due to circumstances outwith its control

Harmeny Education Trust Ltd will have no liability in respect of any losses or damages arising directly or indirectly from such circumstances.

6) Health and Safety

The Client must fully comply (and ensure compliance by all delegates, guests and any other third parties attending the event) with Harmeny Education Trust Ltd's policies including, but not limited to, health and safety policy and fire safety policy, copies of which are available on request.

No alcohol may be brought into or consumed on Harmeny Education Trust Ltd grounds. Smoking is not permitted on any part of Harmeny Education Trust Ltd's property or grounds.

7) Liability

Harmeny Education Trust Ltd is not liable for any direct or indirect loss and is not liable for any breach of the booking conditions or failing to provide services as a result of circumstances beyond its reasonable control. The Client is responsible for any damage caused to the allocated rooms, their contents and equipment during the use of the facilities. The Client will be liable for the cost of repairs. Harmeny Education Trust Ltd accepts no liability for personal injury, injury to feelings, any loss or damage to property or any damage to equipment or loss of materials while attending an event.

8) General

The Client is responsible for all of the guests, visitors and third parties attending the event. The Client is required to ensure all visitors are aware of the nature of Harmeny Education Trust Ltd's work: that it is a residential school and as such children will be present in the grounds. **Visitors should not explore the grounds unless authorised and accompanied by Harmeny employees.**



Lodge 1 Conference Room Reservation Form

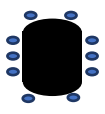



Organisation Information

Organisation Name:	
Organisation Address:	
City:	Postcode:
First Name:	Last Name:
Email:	Phone Number:

Event Information

Meeting/Event Name:	
Meeting Date:	
Start Time:	End Time:
Number of Attendees:	

Lodge 1 Event Details

Set Up Style (Please check one)			
<input type="checkbox"/>  10 Boardroom	<input type="checkbox"/>  8 UShaped	<input type="checkbox"/>  12 Small Group Style	<input type="checkbox"/>  12 Reception

Lodge 1 Equipment

<input type="checkbox"/> Projector	<input type="checkbox"/> Flipchart	<input type="checkbox"/> Laptop	<input type="checkbox"/> Conference Phone
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Lodge 1 Catering Service (Must be ordered 1 week in advance; please see attached Day Delegate Lunch Options)

<input type="checkbox"/> Day Delegate Lunch A	<input type="checkbox"/> Day Delegate Lunch B	
<input type="checkbox"/> Day Delegate Lunch C	<input type="checkbox"/> Day Delegate Lunch D	<input type="checkbox"/> Fruit Platter
N.B. Day Delegate Lunch will include self-service tea and coffee		
Dietary/Allergy Requirements:		

Additional Information

Please provide any additional requirements:

Fee/Payment Information (Payment is required 7 days prior to the event)

Payment by BACS

Harmeny account details: Account Number 00177170
Sort Code 83-19-15

Invoice Address (if different to the above):

Agreement

- I have read and understood the booking conditions

Signature:

Date:

Harmeny Education Trust Limited
Registered Office: Harmeny School, Mansfield Road, Balerno, Midlothian, EH14 7JY
Telephone: 0131 449 3938/5002 Fax: 0131 449 7121
www.harmeny.org.uk e-mail: admin@harmeny.org.uk
Registered Number: SC162021 Scottish Charity Number: SC024256