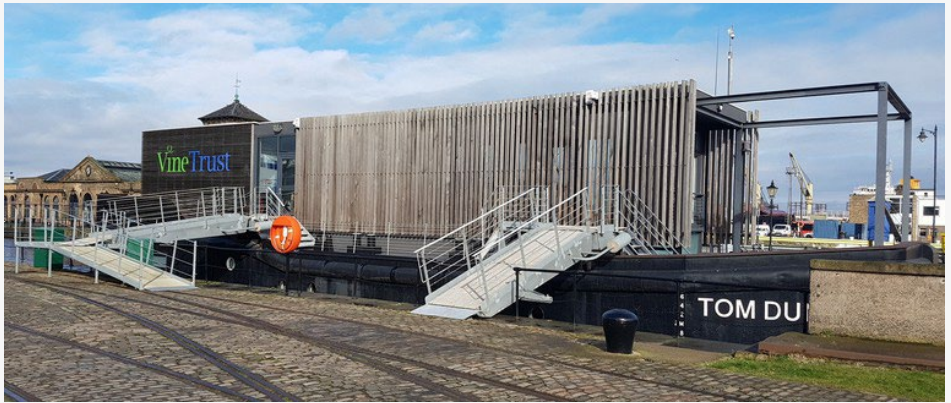




Vine Trust  
EVENT & CONFERENCE VENUE



# Vine Trust Barge

The Barge is the UK headquarters of Vine Trust, an international development charity that works with Tanzanian and Peruvian partners to strengthen health systems and participate in construction projects.

We connect and involve volunteers with these long-term partnerships to help create sustainable change for vulnerable communities.



The barge has facilities to cater for a number of different events including; meetings, presentations, seminars and celebrations.

There is also a ramp leading up to the entrance of the barge and a lift inside to enable disabled access.

Our guests have access to free parking in the Fingal Hotel car park.

The barge has three rooms available for hire:

- A multipurpose Glass Room
- A Training Room
- An Executive Boardroom with views across the water to the nearby Ocean Terminal and Western Harbour.

For any enquiries, please contact us: [admin@vinetrust.org](mailto:admin@vinetrust.org).





## The Glass Room

Our largest room on the barge is designed for multi-purpose use as a conference, meeting or private event space.

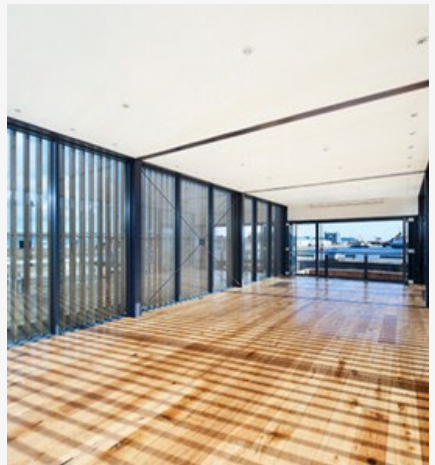
Located on the top deck, the flagship Glass Room features floor-to-ceiling glass windows with surrounding views of the Port of Leith on three sides.

It can be arranged in a variety of layouts to suit all events.

The room is equipped with a new, state-of-the-art audio-visual system that includes a high-resolution projector, drop-down screen, and a built-in ceiling sound system.

It also has a lectern, microphone and stand, adjustable temperature control, and complimentary Wi-Fi.

We also provide a comfortable seating area with extra chairs and tables if you require them.





## The Training Room

The Training Room is located on the lower deck, with easy access to our on-board kitchen and restrooms.

Originally purpose-built as the Education Room, the room has been refurbished specifically for training/seminar purposes and is flexible for a variety of room layouts.

The room comes equipped with a range of facilities, including:

- A multimedia projector
- Tables and chairs that can be arranged in multiple ways
- A flipchart and pens
- Adjustable temperature control
- A comfortable seating area for relaxing
- Complimentary Wi-Fi for all guests
- A set of French windows that provide lots of natural light.





## The Boardroom

The Boardroom is located on the top deck with a floor-to-ceiling window that showcases the Prince of Wales Docks and the five-star Fingal Ship Hotel (see below for the view).

The well-lit space can seat up to six people, making it ideal for small meetings.

The room has many built-in features, including:

- Video/teleconferencing capabilities
- A wall-mounted screen
- A flipchart and pens
- Adjustable temperature control
- Complimentary Wi-Fi.



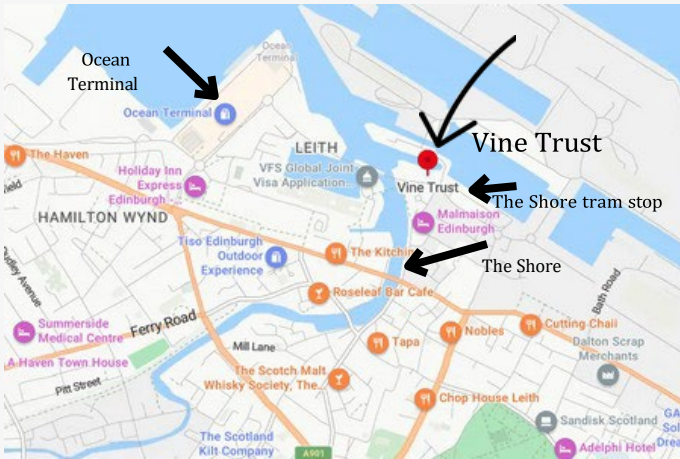
# Room Capacity & Rates

| Layout:       | Theatre | Boardroom | U-Shaped | Classroom | Reception | Dinner |
|---------------|---------|-----------|----------|-----------|-----------|--------|
| Glass Room    | 60      | 30        | 24       | 24        | 70        | 48     |
| Training Room | 20      | 16        | 12       | 12        | 35        | -      |
| Boardroom     | -       | 6         | -        | -         | -         | -      |

|               | 4 hours | Full day | Price Includes:  |
|---------------|---------|----------|--|
| Glass Room    | £450    | £600     | <ul style="list-style-type: none"> <li>• Projector facilities, standing flip charts, pens, lectern, chairs and tables as requested.</li> </ul> |
| Training Room | £350    | £450     | <ul style="list-style-type: none"> <li>• Tea and coffee provided on arrival and mid-session.</li> </ul>  |
| Boardroom     | £200    | £350     | <ul style="list-style-type: none"> <li>• Complimentary Wi-Fi access.</li> </ul>  |

Evening and Saturday/Sunday bookings carry a £100 surcharge. Payments can be made by cheque or bank transfer. We cannot accept credit cards.



## Location

The barge is situated at Prince of Wales Dock in Leith, just off Ocean Drive.

The extended tram route means you can now get off at The Shore stop, which is right next to the barge.

The barge is minutes' walk from the gorgeous Shore area of Leith.

## How to get here:



By car:

If you're heading in from the centre of town, you can get to Abbeyhill and then follow Easter Road down past Leith Links and onto Ocean Way, taking the first left at the roundabout onto Ocean Drive and then turning left at the sign for the Fingal Hotel (you'll see it just in front of you). The barge is just behind this hotel, and there's free all-day parking for our guests in the Fingal car park.



By tram:

You can get the tram down to Newhaven and get off at The Shore stop. From there, it's only a minute or so walk to the barge.



By bus:

From Princes St and the Royal Mile respectively, you can take the 16 and 35 directly to the Shore (it should only take between 15 - 30 minutes.) You can also get the 11 and 34 to the nearby Ocean Terminal stop.

# Catering



A catered lunch is available for full day and half-day hires with complimentary tea, coffee & biscuits.

Two options are on offer:

1. Sandwich Buffet\* (includes sandwich platter, crisps, and pastries/cake).
2. Finger Buffet\*\* (includes mixed finger selections which may include roasted vegetable and chicken skewers, home-smoked salmon with avocado & cherry tomatoes, a selection of North African & Indian inspired wraps, farmhouse vegetable tarts, handmade sausage rolls, a variety of colourful seasonal salads, delicious fruit with chocolate based desserts/ cakes & much more.

(A minimum order of 6 is required for the finger buffet).

\*Vegetarian options are available on request

\*\*Vegetarian, Vegan, Gluten Free and other dietary requirement options are available on request

Option 1: £12 per person    Option 2: £16.50 per person



# Venue Hire Form

Contact name:

Organisation:

Purpose of hire:

Contact address /email:

Your invoice will automatically be sent to this address. Please let us know if you would prefer it sent to a different address.

| Rooms Required | Date of Event | Time period required | Number of people | Seating Layout |
|----------------|---------------|----------------------|------------------|----------------|
|                |               |                      |                  |                |
|                |               |                      |                  |                |
|                |               |                      |                  |                |

Catering required?    Option 1                       Option 2                       None

Dietary requirements or any extra information?

- All bookings remain conditional until receipt of the application form and until confirmed by the Vine Trust. The Vine Trust reserves the right to refuse bookings entirely at its own discretion.
- Those placing bookings (the Hirer) must fully and fairly represent the purpose for which accommodation is required. Any misrepresentation may result in cancellation of the hire any time by the Vine Trust. Under no circumstances may the Hirer sub-let or further offer for hire any of the accommodation booked.
- The time agreed on the Confirmation of Booking form at which the event must finish must be strictly adhered to: all guests must have left the Vine Trust Barge premises by that time.
- The Hirer must ensure that the number of guests is within Vine Trust's stated capacity limits although this can be subject to negotiation with small numbers exceeding the limit. Organizing personnel are to be included in the number of guests.
- The Vine Trust reserves the right to decline this and any Booking or part thereof at any time without liability.
- Smoking is not permitted anywhere in the Venue (including the gangway). The Hirer, their guests or delegates are asked to refrain from smoking outside the main entrance doors.
- The Hirer and their guests/delegates are responsible for any willful or negligent loss and/or damage to Venue structure, furniture and equipment. Any costs of making good any damage will be charged to the Hirer.
- The Hirer is responsible for guests and the guests' behaviour and welfare. The Hirer and guests/delegates must conduct themselves in a responsible manner with due consideration to any other guest/ delegate, Venue staff or their agents, visitors or members of the public.
- Any cancellation or postponement must be confirmed in writing. If the Hirer cancels or postpones the event less than 14 days before the event date, then 100% of the costs will be payable immediately upon cancellation.
- Evening bookings and bookings on Saturdays and Sundays carry a £100 surcharge. Payments can be made by cheque or bank transfer. Sorry we cannot accept Credit Cards. Cheques are made payable to Vine Trust. Send to: The Vine Trust Barge, Prince of Wales Dock, Edinburgh, EH6 7DX.

Signed:

Date: