



Meeting & Training Room Information Pack



Tel: 01988 403450

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Our Meeting Room

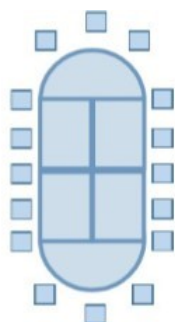
Our meeting room is located on the Ground Floor of our building for easy access and is available to hire 7 days a week between the hours of 9am and 9pm. For bookings out with these hours, please contact a member of the team to discuss your options.

Details

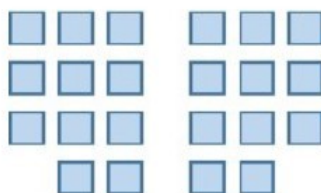
Room Dimensions 6m long x 5.25m wide

Door Dimensions 2.05m x 0.8m (There is also a door in the room that leads straight outdoors, for increased accessibility).

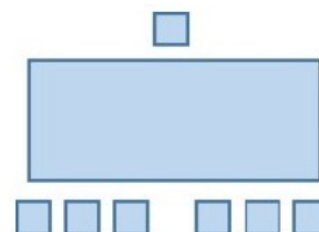
Available Layouts & Maximum Capacities:



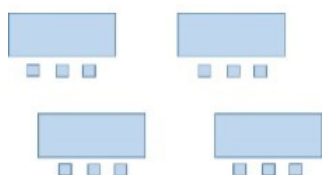
Boardroom



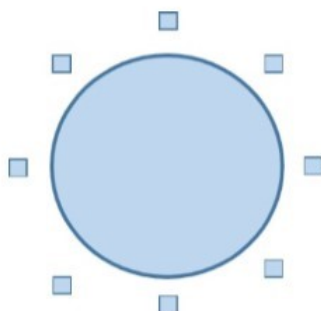
Theatre



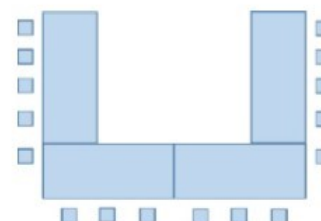
Interview



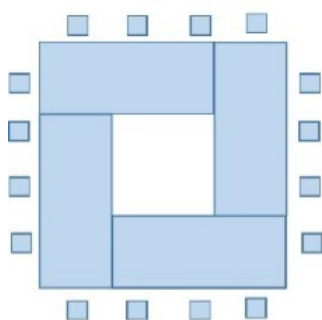
Classroom



Round



U Shape



Hollow Square

Capacity	Layout
24	Theatre
20	Classroom
12-15	Boardroom, U Shape & Hollow Square
7-8	Interview, Round

Hire Charges

	Tenants	Voluntary/ Community	Commercial/ Other
Hourly	£7.50	£8.25	£11.00
Half Day (4hrs)	£15.00	£24.75	£33.00
Full Day (8hrs)	£25.00	£41.25	£55.00

Evening bookings will be charged at a minimum of £15. If you are interested in booking over a weekend, please contact the office to discuss this option further.

Available Equipment for Hire:

SMART Board

Laptop

Flipchart & Pens

Display Boards

An additional charge of £5 per item of equipment used during your booking will be added to your final invoice.

Refreshments/Catering

Options	Number of People	
	1-12	13-24
Teas & Coffees	£1.00pp	£0.75pp
Teas, Coffees & Biscuits	£1.50pp	£1.25pp
Lunches	£6.00pp	£5.75pp

Access

If bookings are during office opening hours, which are Monday to Friday between the hours 9am to 5pm, then access can be from either the front office through to the meeting room or use of the side door and back door entrance, providing more privacy for delegates coming along.

For access during periods when the office is closed the entrance will be from the black pend door to the left of the building and in through the back door. Machars Action Caretaker will be there to open and close the building and will pass contact details to the organiser.

FAQ's

Is there WiFi in the Meeting Room?

Yes, there is WiFi connectivity in our meeting room. The password to connect to this will be provided to you on arrival.

Can I move furniture in the meeting rooms?

We will set up the room in advance to the layout of your choosing. However, should you require to move furniture around during your booking we will be more than happy for this to be done on the condition that the room is left at the end of the booking as it was originally set up.

Do you offer discount?

We offer a tier costing system, providing discounted rates to bookings made by our tenants and by charitable/voluntary organisations. For profit organisations will pay our competitive commercial rates. We do not charge on an hourly basis after 3 hours. So half day and full day bookings will save at least 25% of the fee that would be incurred if charged at the per hour rates.

What are the Cancellation Terms?

There are no cancellation charges for bookings cancelled within 7 days of your booking, 25% charge for booking cancelled less than 7 days, 50% for bookings cancelled up to 2 days before and 100% of the cost will be due for bookings cancelled on the day or not cancelled but no show.

How do I pay?

You will be invoiced for your booking. Payments can be made by Cash, Cheque or BACS. Details will be found on your invoice for BACS payments.

How do I book the meeting room?

Please contact the office to make a booking. Either by calling 01988 403450 or emailing info@macharsaction.co.uk. Alternatively, you can download our booking form from our website and email the completed form back to us using the address above.

Do you offer other Services?

Machars Action offers a variety of other services. Our services include;

- Administration - Printing, Copying, Laminating etc, design facilities
- Examination of Receipts & Payments Accounts
- Accounting Services - including Bookkeeping, Payroll Services and VAT Returns
- Support & Development - including Funding Advise, Governance and Finance. We can help local groups and organisation with set up and constitutions etc.
- Project Management

Location

We are based in the town centre of Wigtown and are situated next door to the local Post Office.