

# WORDS & ACTIONS <sup>A</sup> PEACE

58 Ratcliffe Terrace Edinburgh EH9 1ST

WandA is normally open from 10.00 – 4.00 Monday to Friday, and we are very happy to welcome visitors and encourage meetings during these times (recognising that it's not always possible to ensure that you will have sole or main use of the space during these core hours). We hope to be flexible as a community space when we can.

If you have registered as a user, you can book in a meeting outside core hours. Please let us know if you need a private space when we are open.

It costs about £40 for us to be open and warm and lit for an evening event, and to have someone to open up etc. so there is a suggested charge of £15 per hour or £40 for an evening or £100 for a day event on Saturday or Sunday for this reason. (If you can pay more, please do, so we can offer space to new groups or for events that don't have any funds). If the suggested price is beyond your means, please talk to us. WandA is intended for community use and we don't want any lack of funds to stop you using the space, especially at the start of an urgent campaign or a new membership group.

There is a USER AGREEMENT (for people who want to use the space at WandA), Please complete the form and then email to make a booking.

Once you have registered with us, and you want to book, please email us with the info below. We always need to have a clear agreement about events and we hope to offer you an appropriate arrangement. We will need to discuss details of lay out, timing and support needed before we confirm your booking, but the initial basics are as follow so please provide as much info as possible as soon as you can.

Name of individual or group:

Name, phone, email, of the responsible person we can talk with:

Nature of event (exhibition, gig, meeting, workshop etc):

Date and time of event:

Special arrangements and entry time for set up:

Time you will be cleared from the space:

Expected numbers:

Private or public:

Charged or free:

Fee for use of space: (this can be suggested in discussion)

Please do not promote your event until you have received confirmation by email. Please send you info to [contact@wordsandactions.scot](mailto:contact@wordsandactions.scot)

