

Booking Information

1. Bookings for the use of facilities and rooms within the buildings and grounds of the Royal Botanic Garden Edinburgh must be made through the Event Manager & Caterer.

For event enquiries please contact:

Prestige Scotland
Contact: Kim Kjaerside
Tel: 0800 328 1373
E-mail: Sales@Prestigescotland.co.uk
www.prestigescotland.co.uk

2. Prospective clients will be required to provide *written information* on the nature, duration and scheduling of the event.
3. All bookings must be made in writing and cover the *agreed schedule* for the event including setting-up/dismantling time. Any variations or extensions must be agreed by both parties.
4. A *provisional booking* can be held for 14 days from the date of booking, after which it will be released.
5. A non-refundable deposit of 25% of the agreed fee (minimum £25) is payable on confirmation of booking.
6. If the services necessarily provided for the event exceed those quoted, additional charges will be made. These will be itemised on the invoice.
7. *All arrangements should be confirmed* in writing with the Events Manager & Caterer, no later than 14 days before the event. Failure to confirm may lead to cancellation of the booking.