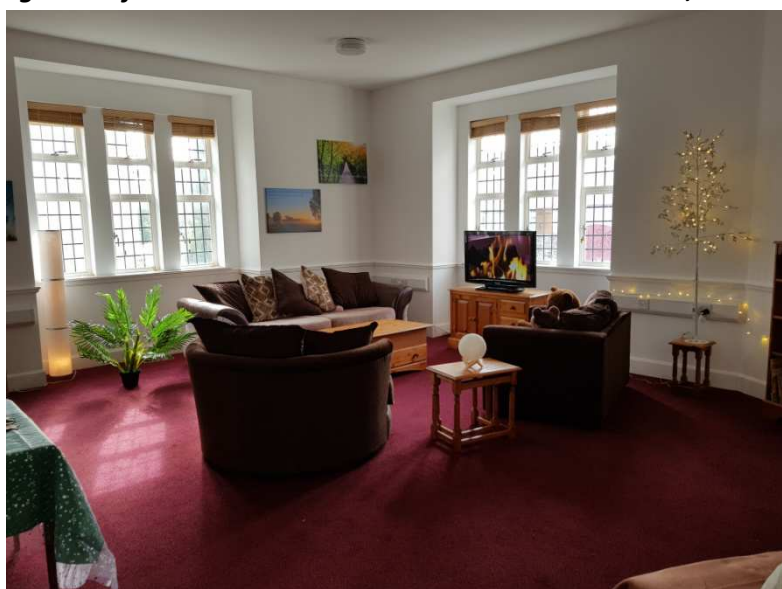


Are you, or the organisation you work for, looking for a warm, welcoming and inspirational venue for meetings, contact sessions, talks or presentations?

Fostering Compassion's unique Woodland Haven room could be the ideal solution for you.

This multipurpose room can be tailored to meet your needs providing the perfect environment.

*"The comfort and calmness of the room created the perfect environment to allow a difficult session to be carried out with the outcomes hoped for. The child in attendance enjoyed hugs from the bears, the space to play games and the homely feel. For the professionals it was relaxed, far from the normal 'clinical' spaces available. The Woodland Haven room will definitely be a space I will use again. I will promote the space to colleagues also and can see it being a benefit to both children and adults."* Social Worker, Midlothian Council



Opened by Scottish Comedian Fred MacAulay, 10<sup>th</sup> July 2019  
Fostering Compassion, Scottish Registered Charity (SCIO) SC046975



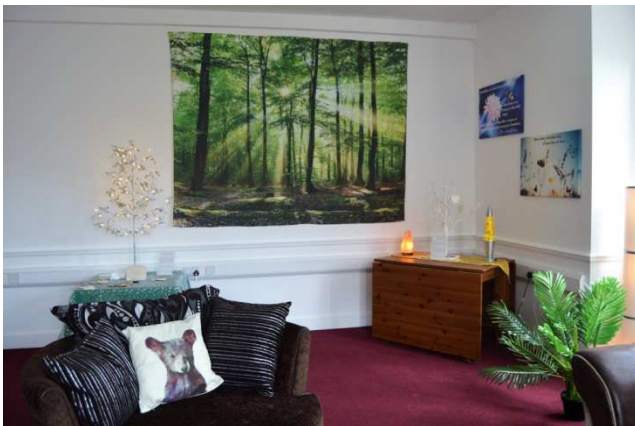
Fostering Compassion is delighted to offer the use of our beautiful new Woodland Haven room to anyone looking for a calm and relaxing meeting place. A warm, welcoming room with comfortable seating, 'zoned' areas, educational toys and books for children, inspiring decoration and an inclusive feeling, it is the perfect venue for a multitude of needs.

The room can be used for meetings, supervised contact and mediation sessions, training, talks or presentations and we are happy to accommodate as many individuals, organisations and partners as possible.

*The Woodland Haven Room was absolutely lovely and such a surprise. For me meeting with a little 5 year old it was ideal for our needs . Very comfortable surroundings , plenty space and the teddies and books really relaxed her and enabled me to collect her views while at the same time she was having fun. I think the room could be very useful for small family meetings. I loved the feel of the space and hopefully I will be able to use again.*

*Project Worker, East Lothian*

If you are interested in booking the room or would like to arrange a viewing please contact us either by phone on 01875 393 102 or by email at [lesley@fosteringcompassion.org](mailto:lesley@fosteringcompassion.org)



Full Terms and Conditions are attached and if you have any questions please do not hesitate to get in touch with us. We will always do our best to accommodate everyone.

Fostering Compassion, Scottish Registered Charity (SCIO) SC046975

## **Fostering Compassion Woodland Haven Room Hire Terms and Conditions.**

### **DEFINITIONS**

For the purposes of this agreement and the conditions of the use of the Woodland Haven Room, the term "Hirer" shall mean an individual person or an organisation that intend on using the Woodland Haven Room.

### **BOOKINGS**

- The room may be booked for recurring or single use. Room hire is charged by the hour. The specified rate covers use of the room, the toilet and the kitchen area where there are tea and coffee making facilities and a microwave. There is no cooker.
- The room is bookable by the hour and a Fostering Compassion representative will have the room open and ready for your arrival and will be on hand throughout your booking. If you need to set-up anything before the start time of the booking, please let us know and we can make arrangements accordingly.
- No responsibility whatsoever can be taken for any 'personal' items left on the premises or any damage caused by the Hirer to the premises or any misuse of them by others. The Hirer will take full responsibility for use of the room during their booking and any damages or breakages occurring during that time.
- The room has children's books, jigsaws, colouring materials, etc. available for use as required. All items are stored in the room and can be used as and when the Hirer would like. The TV can be put on with either an open fire effect DVD or a fish tank DVD if this helps facilitate a smooth meeting. If the Hirer would like to use these please let us know and we can set up for your arrival.
- If there are any items that any child or person attending do not like, or can trigger a negative response (such as fans, coloured lights, certain books or toys, etc.) please let us know in advance and we will do our best to remove anything as appropriate.
- If there are any other special requirements the Hirer needs, please let us know in advance and we will do our best to accommodate.

### **PARKING AND ACCESS**

- There is free parking and street parking at Cockburn Halls and the East Coast Buses service No. 113 stops outside the building.

### **CHARGES**

- The hire of the room is charged at £10 per hour.
- No charge is made for cleaning, provided that all facilities are left clean, tidy and in good repair, including the lavatories and kitchen area. Any charges incurred due to breakages, poor cleaning, etc. will be passed on to the Hirer.
- Regularity of Invoicing will be agreed prior to booking between the Hirer and Fostering Compassion.

### **CANCELLATIONS**

- Hirers may cancel bookings by giving at least 24 hours notice.
- Cancellations made with less than 24 hours notice are liable to a payment of 50% of the hiring charge.

### **HEALTH AND SAFETY**

- It is the responsibility of the individual Hirers to ensure that they are aware of the Health & Safety at Work Act 1974 and to take reasonable precautions to ensure that their activities are carried out in a responsible way.
- There is a first aid kit stored in the kitchen. Any accidents that do occur must be reported to the Fostering Compassion representative in the adjacent office and logged in the incident report at the time they happen. Administration of First Aid is the responsibility of the Hirer.
- Hirers should be aware that the room is animal friendly and as a consequence animals such as dogs and Shetland ponies may have been in the room on previous occasions. The room is regularly, thoroughly cleaned and vacuumed using a hypoallergenic vacuum cleaner. Despite this, we cannot guarantee anyone with allergies will not be affected. Please bear this in mind when booking.
- Nut products are not permitted in the room to prevent any allergies being triggered.
- Hirers must make themselves familiar with the location of the fire extinguishers and the instructions for use, emergency exits and of the importance of fire doors. Hirers will be responsible for informing all those using the room of the position of the emergency exits. Hirers must also familiarise themselves with the instructions on what to do in case of fire.

**PLEASE BE AWARE THAT THE ENTIRE BUILDING IS A NON-SMOKING AREA AND NO ALCOHOL SHOULD BE CONSUMED ON THE PREMISES.**