

From: [redacted] <[redacted]@dovecotstudios.com>
Sent: 27 April 2023 12:25
To: [redacted] <[redacted]@gov.scot>
Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>
Subject: RE: Dovecot Studios venue hire

Hi [redacted],

Please see attached your updated contract including the meeting room and invoice for the hire of the meeting room.

The PA system was already included on your first invoice so no need to worry about that.

Many thanks,
[redacted]

[redacted]

[redacted]

Dovecot Studios

t: +44 (0)131 550 3660

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w: dovecotstudios.com



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From: [redacted]@gov.scot <[redacted]@gov.scot>
Sent: Thursday, April 27, 2023 11:48 AM
To: [redacted] <[redacted]@dovecotstudios.com>
Cc: [redacted]@gov.scot; [redacted]@gov.scot; [redacted]@gov.scot; [redacted]@gov.scot
Subject: RE: Dovecot Studios venue hire

[redacted],

Apologies, just to confirm, what time would we have each room until?

Finalising our planning for media etc.

Thanks,

[redacted]

[redacted] | [redacted] | Tackling Child Poverty Policy Unit | Tackling Child Poverty and Financial Wellbeing Division | Scottish Government | Atlantic Quay 4 – c/o Atlantic Quay 5, 150 Broomielaw, Glasgow, G2 8LU | Tel: [redacted]

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From: [redacted]

Sent: 27 April 2023 11:08

To: [redacted] <[redacted]@dovecotstudios.com>

Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>

Subject: RE: Dovecot Studios venue hire

Hi [redacted],

Just to confirm, we'd be grateful if you could secure the other room for us. Happy with the costs outlined below.

Thanks,

[redacted]

[redacted] | [redacted] | Tackling Child Poverty Policy Unit | Tackling Child Poverty and Financial Wellbeing Division | Scottish Government | Atlantic Quay 4 – c/o Atlantic Quay 5, 150 Broomielaw, Glasgow, G2 8LU | Tel: [redacted]

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From: [redacted]

Sent: 27 April 2023 10:16

To: [redacted] <[redacted]@dovecotstudios.com>

Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>

Subject: RE: Dovecot Studios venue hire

Hi [redacted],

I believe you caught up with [redacted] on mics and I understand there is a mic stand on site, so happy to confirm we do not require any additional mics / AV equipment.

Appreciate [redacted] was probably an unrealistically low price, we'll review if the additional space is required and will confirm asap.

Thanks,

[redacted]

[redacted] | [redacted] | Tackling Child Poverty Policy Unit | Tackling Child Poverty and Financial Wellbeing Division | Scottish Government | Atlantic Quay 4 – c/o Atlantic Quay 5, 150 Broomielaw, Glasgow, G2 8LU | Tel: [redacted]

Best Start, Bright Futures: Tackling Child Poverty Delivery Plan 2022-26

From: [redacted] <[redacted]@dovecotstudios.com>

Sent: 27 April 2023 09:26

To: [redacted] <[redacted]@gov.scot>

Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>

Subject: RE: Dovecot Studios venue hire

Hi [redacted].

The only real issue is the 3 roaming mics as we only have 2 mics on sight. Unfortunately, it's not as simple as hiring in the extra mics alone as they won't hook up with our existing PA system.

If you are happy to use our PA system with only two mics, you would avoid this extra cost. One would be used for the lectern leaving one available as a roaming mic.

Oh, sorry that was a typo the meeting room is usually [redacted] + VAT for half-day hire of the meeting room. [redacted] would be quite a steal.

I'm happy to offer the room for [redacted] + VAT due to my previous error.

I hope that makes sense, I'm in the office this morning if you would like to give me a ring.

Many thanks,
[redacted]

[redacted]

[redacted]

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From: [redacted]@gov.scot <[redacted]@gov.scot>
Sent: Wednesday, April 26, 2023 5:46 PM
To: [redacted] <[redacted]@dovecotstudios.com>
Cc: [redacted]@gov.scot; [redacted]@gov.scot; [redacted]@gov.scot; [redacted]@gov.scot
Subject: RE: Dovecot Studios venue hire

[redacted],

Apologies for the immediate follow up. If it's not possible to find an alternate solution to bring down costs of additional mics, is it possible to get a stand that the mic can clip into on the lectern?

We can explore options at this end for a clip, but if you could advise if possible that'd be much appreciated.

Thanks,

[redacted]

[redacted] | [redacted] | Tackling Child Poverty Policy Unit | Tackling Child Poverty and Financial Wellbeing Division | Scottish Government | Atlantic Quay 4 – c/o Atlantic Quay 5, 150 Broomielaw, Glasgow, G2 8LU | Tel: [redacted]

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From: [redacted]
Sent: 26 April 2023 17:39
To: [redacted] <[redacted]@dovecotstudios.com>
Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>
Subject: RE: Dovecot Studios venue hire

Hi [redacted],

Thanks for this, happy with the quote of [redacted] + VAT for the supplementary space.

I appreciate that we have asked for supplementary microphones, but is there any way we could work to bring this cost down? I'd perhaps hoped that costs would be minimal and that they would be compatible with the existing PA system. Grateful if you could advise if there are any alternatives that would bring this down.

Thanks,

[redacted]

[redacted] | [redacted] | Tackling Child Poverty Policy Unit | Tackling Child Poverty and Financial Wellbeing Division | Scottish Government | Atlantic Quay 4 – c/o Atlantic Quay 5, 150 Broomielaw, Glasgow, G2 8LU | Tel: [redacted]

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From: [redacted] <[redacted]@dovecotstudios.com>
Sent: 26 April 2023 17:29
To: [redacted] <[redacted]@gov.scot>
Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>
Subject: RE: Dovecot Studios venue hire

Hi [redacted],

It was lovely to meet your team during today's sight visit.

As I mentioned we only one PA system with 2 handheld mics on sight (one can be use with a stand for the Lectern and one can be used or the roaming mic)

During the sight visit It was requested that one lectern mic and 3 roaming mics were available on the day. I've got in touch with Core Events who provided a quote for this service. Please see attached. They will need a final answer by tomorrow afternoon as this is a short lead time for hire.

Secondly, the meeting room has been requested for hire as a break-out room for the FM. This would be [redacted] + Vat for half-day hire.

If you have any questions, please let me know.

Best wishes,
[redacted]

[redacted]

[redacted]

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From: [redacted]@gov.scot <[redacted]@gov.scot>
Sent: Monday, April 24, 2023 4:45 PM
To: [redacted] <[redacted]@dovecotstudios.com>

Cc: [redacted]@gov.scot; [redacted]@gov.scot; [redacted]@gov.scot
Subject: RE: Dovecot Studios venue hire

Thanks [redacted] – much appreciated.

Responded below.

Thanks,

[redacted]

[redacted] | [redacted] | Tackling Child Poverty Policy Unit | Tackling Child Poverty and Financial Wellbeing Division | Scottish Government | Atlantic Quay 4 – c/o Atlantic Quay 5, 150 Broomielaw, Glasgow, G2 8LU | Tel: [redacted]

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From: [redacted] <[redacted]@dovecotstudios.com>
Sent: 24 April 2023 16:37
To: [redacted] <[redacted]@gov.scot>
Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>
Subject: RE: Dovecot Studios venue hire

Hi [redacted],

- Re mics / PA system – would it be possible to get a fixed mic for the lectern and an additional roving mic please?

It will be a handheld mic on a stand for the Lectern and a handheld mic for the roving mic. If you require any other mics, we will need to go through an AV company.

Unfortunately we will need additional mics – if going through the AV company, helpful if we could add a fixed mic if possible, plus one additional roving mic. (total 4 mics)

- Access on the day – grateful if you could confirm what time we'll be able to access the event space / building for prep etc.

Currently, I have you down for arriving at 9 am. What time would you like to arrive for set up in the morning?

Would it be possible to get access from 8.30 – let me know if this can't be done, e.g. is staff aren't on site.

- Storage ahead of the event – would it be possible for us to send some papers / stationary in advance via courier? Is there somewhere you could store this for us ahead of the event, so we could access it on the day? (It'd likely just be printed documents, some notepads, name badges etc)

Yes of course, I will store it in my office and pop it in the room for you.

Brilliant, thanks! We'll confirm if we're sending anything on.

- Ad-hoc printing – whilst we plan to have everything prepped in advance, is there a printer onsite / could we send on docs for printing on the day if needed? (appreciate there would likely be a charge, but this is fine)

We do have a printer on sight, but it can be temperamental when it's first switched on in the morning. I would recommend only using it if completely necessary. If you do need something printed on the day just email the file over to me.

Noted – this would be a 'last resort' and is helpful to know.

Many thanks,
[redacted]

[redacted]

[redacted]

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From: [redacted]@gov.scot <[redacted]@gov.scot>
Sent: Monday, April 24, 2023 3:42 PM
To: [redacted] <[redacted]@dovecotstudios.com>
Cc: [redacted]@gov.scot; [redacted]@gov.scot; [redacted]@gov.scot
Subject: RE: Dovecot Studios venue hire

Hi [redacted],

Following up on previous conversations and looking to confirm a few additional things.

- **Re mics / PA system** – would it be possible to get a fixed mic for the lectern and an additional roving mic please?
- **Access on the day** – grateful if you could confirm what time we'll be able to access the event space / building for prep etc.
- **Storage ahead of the event** – would it be possible for us to send some papers / stationary in advance via courier? Is there somewhere you could store this for us ahead of the event, so we could access it on the day? (It'd likely just be printed documents, some notepads, name badges etc)
- **Ad-hoc printing** – whilst we plan to have everything prepped in advance, is there a printer onsite / could we send on docs for printing on the day if needed? (appreciate there would likely be a charge, but this is fine)

Thanks,

[redacted]

[redacted] | [redacted] | Tackling Child Poverty Policy Unit | Tackling Child Poverty and Financial Wellbeing Division | Scottish Government | Atlantic Quay 4 – c/o Atlantic Quay 5, 150 Broomielaw, Glasgow, G2 8LU | Tel: [redacted]

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From: [redacted]

Sent: 24 April 2023 11:05

To: [redacted] <[redacted]@dovecotstudios.com>

Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>

Subject: RE: Dovecot Studios venue hire

Brilliant – thanks for confirming, much appreciated.

[redacted]

[redacted] | [redacted] | Tackling Child Poverty Policy Unit | Tackling Child Poverty and Financial Wellbeing Division | Scottish Government | Atlantic Quay 4 – c/o Atlantic Quay 5, 150 Broomielaw, Glasgow, G2 8LU | Tel: [redacted]

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From: [redacted] <[redacted]@dovecotstudios.com>

Sent: 24 April 2023 11:03

To: [redacted] <[redacted]@gov.scot>

Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>

Subject: RE: Dovecot Studios venue hire

Hi [redacted],

Apologies for that typo. You are definitely booked in for the 3rd of May.

Many thanks,

[redacted]

[redacted]

[redacted]

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From: [redacted]@gov.scot <[redacted]@gov.scot>
Sent: Wednesday, April 19, 2023 5:07 PM
To: [redacted] <[redacted]@dovecotstudios.com>
Cc: [redacted]@gov.scot; [redacted]@gov.scot; [redacted]@gov.scot
Subject: RE: Dovecot Studios venue hire

Hi [redacted],

Thanks again for your time earlier, and for agreeing to send on the room plan with table layouts etc – which will help with our table plan etc.

As discussed I've asked my colleague [redacted] to raise a PO for the booking. He's noted that the invoice stats 5 May, grateful for confirmation that this the booking / invoice relates to 3 May as discussed. No need to revise the invoice at this stage, just confirmation needed.

Cheers,

[redacted]

[redacted] | [redacted] | Tackling Child Poverty Policy Unit | Tackling Child Poverty and Financial Wellbeing Division | Scottish Government | Atlantic Quay 4 – c/o Atlantic Quay 5, 150 Broomielaw, Glasgow, G2 8LU | Tel: [redacted]

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From: [redacted]
Sent: 19 April 2023 14:44
To: [redacted] <[redacted]@dovecotstudios.com>
Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>
Subject: RE: Dovecot Studios venue hire

Thanks [redacted].

Perhaps easiest to have a very brief call – any particular time suit you?

Cheers,

[redacted]

[redacted] | [redacted] | Tackling Child Poverty Policy Unit | Tackling Child Poverty and Financial Wellbeing Division | Scottish Government | Atlantic Quay 4 – c/o Atlantic Quay 5, 150 Broomielaw, Glasgow, G2 8LU | Tel: [redacted]

Best Start, Bright Futures: Tackling Child Poverty Delivery Plan 2022-26

From: [redacted] <[redacted]@dovecotstudios.com>
Sent: 19 April 2023 14:27
To: [redacted] <[redacted]@gov.scot>
Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>
Subject: RE: Dovecot Studios venue hire

Hi [redacted],

Thank you for your email. That's great I'll note down 97 on your event sheet.

As for catering we usually cater in the main event area, there will be a catering station at the side of the room. [redacted] from Hickory working on your proposal just now and will go over your requirements with you.

Yes, you can have a registration desk, we usually put this on the landing just outside the entrance to the function room.

No problem with the PO, I'll re-issue the invoice when you have it.

I'm happy to jump on a call this afternoon if easier.

Many thanks,
[redacted]

[redacted]

[redacted]

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From: [redacted]@gov.scot <[redacted]@gov.scot>
Sent: Wednesday, April 19, 2023 1:45 PM

To: [redacted] <[redacted]@dovecotstudios.com>
Cc: [redacted]@gov.scot; [redacted]@gov.scot
Subject: RE: Dovecot Studios venue hire

Hi [redacted],

Many thanks for this.

In terms of numbers, we'll likely be looking at the full 97 – although we'll be confirming this as we start to receive RSVPs once invitations have issued. I'd be grateful if we could include PA / mics, as we'll need these for Ministers and other speakers.

Might be easier for me to give you a call this afternoon to talk through a few basics etc, e.g. where lunch / tea coffee etc would be served, whether we can have a registration desk etc etc.

We would look to raise a purchase order for the space, hopefully this would be okay, in which case I can ask my colleagues to get this organised asap.

Thanks,

[redacted]

[redacted] | [redacted] | Tackling Child Poverty Policy Unit | Tackling Child Poverty and Financial Wellbeing Division | Scottish Government | Atlantic Quay 4 – c/o Atlantic Quay 5, 150 Broomielaw, Glasgow, G2 8LU | Tel: [redacted]

[Best Start, Bright Futures: Tackling Child Poverty Delivery Plan 2022-26](#)

From: [redacted] <[redacted]@dovecotstudios.com>
Sent: 19 April 2023 09:59
To: [redacted] <[redacted]@gov.scot>
Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>
Subject: RE: Dovecot Studios venue hire

Good Morning [redacted],

That's wonderful news. Please see attached an Invoice, event sheet and T&C to sign and return to complete your booking.

I was wondering if you had an idea of the final numbers for your event? Secondly, will you be requiring the use of the PA system and Microphones?

Thank you for choosing Dovecot Studios and I look forward to welcoming you to Dovecot Studios next month.

Best wishes,
[redacted]

[redacted]

[redacted]

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From: [redacted]@gov.scot <[redacted]@gov.scot>

Sent: Tuesday, April 18, 2023 6:18 PM

To: [redacted] <[redacted]@dovecotstudios.com>

Cc: [redacted]@gov.scot; [redacted]@gov.scot

Subject: RE: Dovecot Studios venue hire

Hi [redacted],

Thanks again for all your help on this – grateful if we could confirm our booking please for the morning of 3rd May.

I'll be in touch shortly on catering and other arrangements.

Thanks,

[redacted]

[redacted] | [redacted] | Tackling Child Poverty Policy Unit | Tackling Child Poverty and Financial Wellbeing Division | Scottish Government | Atlantic Quay 4 – c/o Atlantic Quay 5, 150 Broomielaw, Glasgow, G2 8LU | Tel: [redacted]

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From: [redacted] <[redacted]@dovecotstudios.com>

Sent: 18 April 2023 10:22

To: [redacted] <[redacted]@gov.scot>

Subject: RE: Dovecot Studios venue hire

Hi [redacted],

Thank you for taking my phone call earlier. Please see the updated proposal attached. I've put in the timings of 9 am – 1 pm rather than 9:30 as I assume you will need set up time.

If you have any questions, Feel free to get in touch.

Best wishes,
[redacted]

[redacted]

[redacted]

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From: [redacted]

Sent: Tuesday, April 18, 2023 9:36 AM

To: [redacted]@gov.scot

Subject: RE: Dovecot Studios venue hire

Dear [redacted],

Please see attached a proposal for full day hire of the Ladies Baths. All the dates stated below are still available for hire.

Please let me know if you have any questions.

Best wishes,
[redacted]

[redacted]

[redacted]

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From: [redacted]
Sent: Wednesday, April 12, 2023 5:10 PM
To: [redacted]@gov.scot
Subject: Dovecot Studios venue hire

Hi [redacted],

Thank you for taking my phone call earlier today. Just to confirm we do have availability on the 26th and 28th of May and the 1st and 3rd of May.

You can check out our event spaces here [Dovecot Studios- Ladies Bath & Meeting Room \(matterport.com\)](https://matterport.com)

Many thanks,
[redacted]

[redacted]

Event and Operations Co-ordinator

Dovecot Studios

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a: 10 Infirmary Street, Edinburgh EH1 1LT

w: dovecotstudios.com



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