

# ALCOHOL FOCUS SCOTLAND

**166 Buchanan Street, Glasgow, G1 2LW**



- Prime city centre location
- 100 yds from Glasgow Queen Street station
- 25 yds from Buchanan Street Subway station

**Meeting & Training Rooms**

**For hire**

## Introduction

Alcohol Focus Scotland is a not-for-profit organisation and is Scotland's national charity working to reduce harm caused by alcohol.

Our meeting and event space is an affordable, accessible, flexible venue for meetings, workshops, training, seminars and other events.

## Facilities

Our training and meeting facilities are situated within our 2nd floor premises at 166 Buchanan Street.

We are located in the centre of Glasgow offering easy access from across the country with rail, bus, underground, motorway, air connections and car parking facilities (pay) close by.

There are many hotels within walking distance.

Our facilities are available for hire Monday to Thursday, 9am to 5pm.  
Friday 9am—4.30pm.

## How to book

If you wish to book one of our suites we have a booking form that you can fill out.

Please email or telephone us and we will send you the booking form...

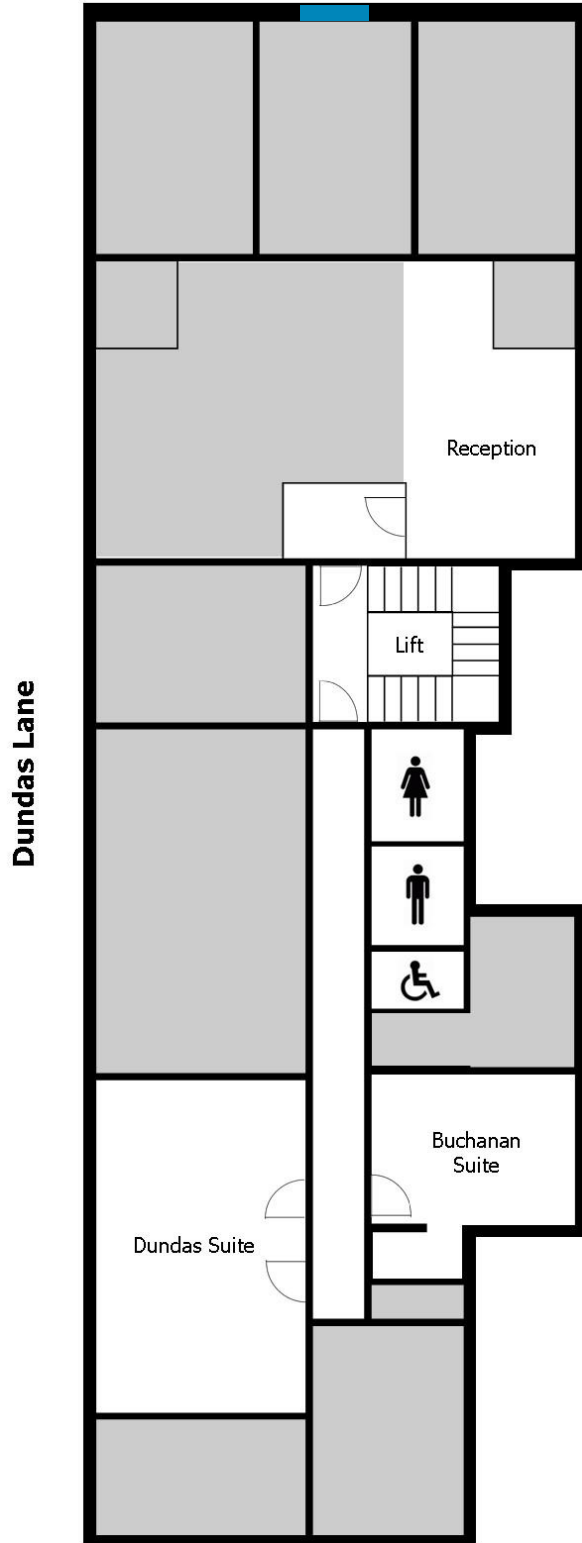
Email: [Training@alcohol-focus-scotland.org.uk](mailto:Training@alcohol-focus-scotland.org.uk)

Telephone: 0141 572 6700

About our facilities

# Buchanan Street

Street Level Entrance



Street Level Entrance

Building layout





**Remote control air conditioning**



**Ceiling mounted projector and speakers**

Layout style	Theatre	U-shape (without table)	Boardroom	Classroom
	20	18	14	10

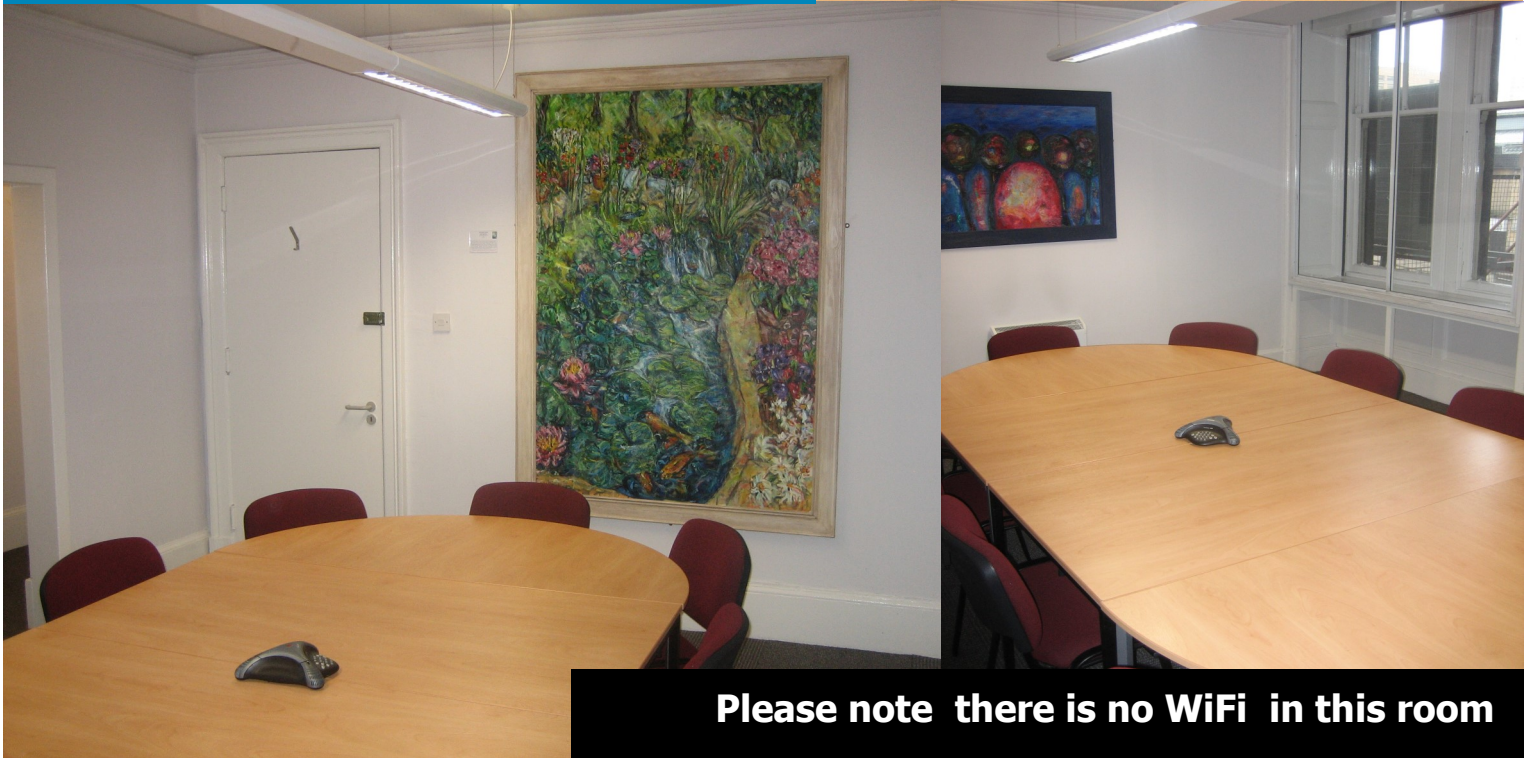
## Dundas Suite

**Suitable for training, meetings & workshops**





**Telephone conferencing facility**



**Please note there is no WiFi in this room**

Layout style

Theatre

U-shape  
(without table)

Boardroom

Classroom

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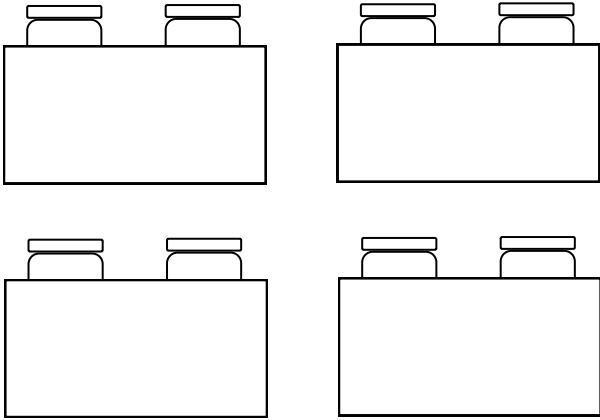
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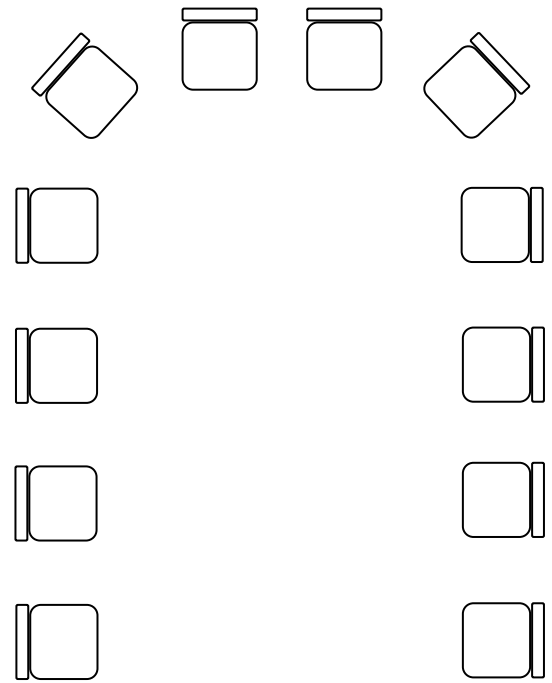
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## Buchanan Suite

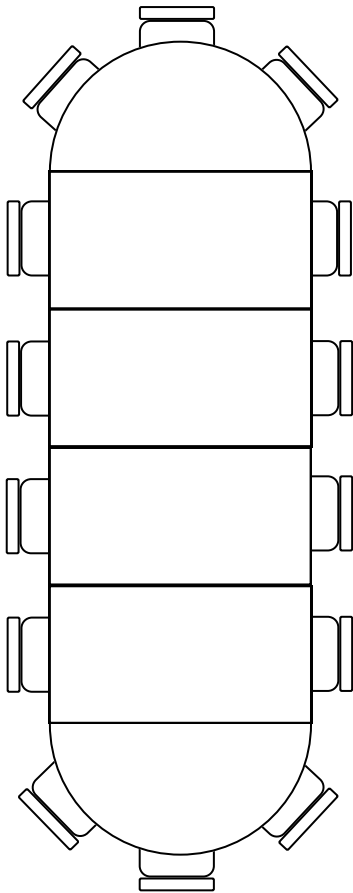
**Suitable for meetings & workshops**



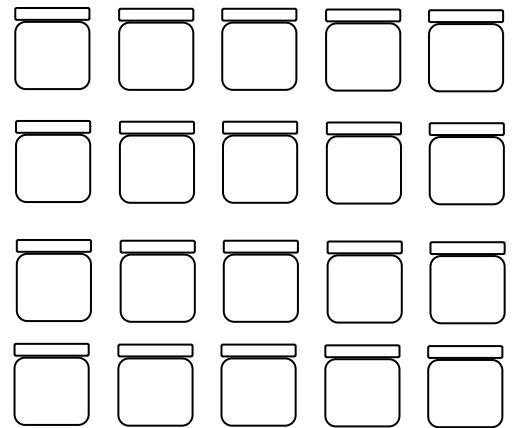
**Classroom**



**U-shape**



**Boardroom**



**Theatre**

## Layout styles

**We are happy to discuss other layouts**

## Facilities Hire *(all prices include 20% VAT)*

- Day rate: Dundas Suite £192: Buchanan Suite £130
- Half Day rate: Dundas Suite £96: Buchanan Suite £65 (4 hour period TBA)

### Included in room hire costs:

- Tea, coffee and biscuits (2 servings for Full day hire, 1 serving for a Half day) extra servings can be ordered at a cost of £2 per head
- Ceiling mounted LCD projector and speakers (Dundas Suite only)
- Portable projector available for Buchanan Suite
- Flip Chart stand
- Flip Chart pad and pens
- Training Laptop has internet access.

### Hire of additional equipment:

- Telephone conference facility: £10 for equipment\*\*  
*\*\* Please note, call charges for external callers to be added to hire cost please contact us for more information*

### Other charges:

- Photocopying (Black & White): 2p per page
- Photocopying (Colour): 8p per page

### Conditions of use:

- Rooms must be vacated by the agreed time for security purposes.
- If the event exceeds the time period stated on the booking form, AFS reserves the right to increase the room hire charge accordingly.
- If a provisional booking is not confirmed within one week of the booking, it will be assumed that the room is no longer required
- Posters/charts are not to be affixed to walls in any of the meeting rooms
- AFS reserves the right to refuse a hire without stating a reason
- For cancellations, we require 2 working days notice prior to the event. Failure to notify in that time will incur a charge of 50% of the total hire cost.
- AFS accepts no liability for loss or damage to property owned by, or in the custody of, the client and/or guests while that property is on the premises at AFS and the client is advised to arrange adequate insurance cover.
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*Prices are subject to change*

# Hire Costs

## and additional equipment costs

**By underground**

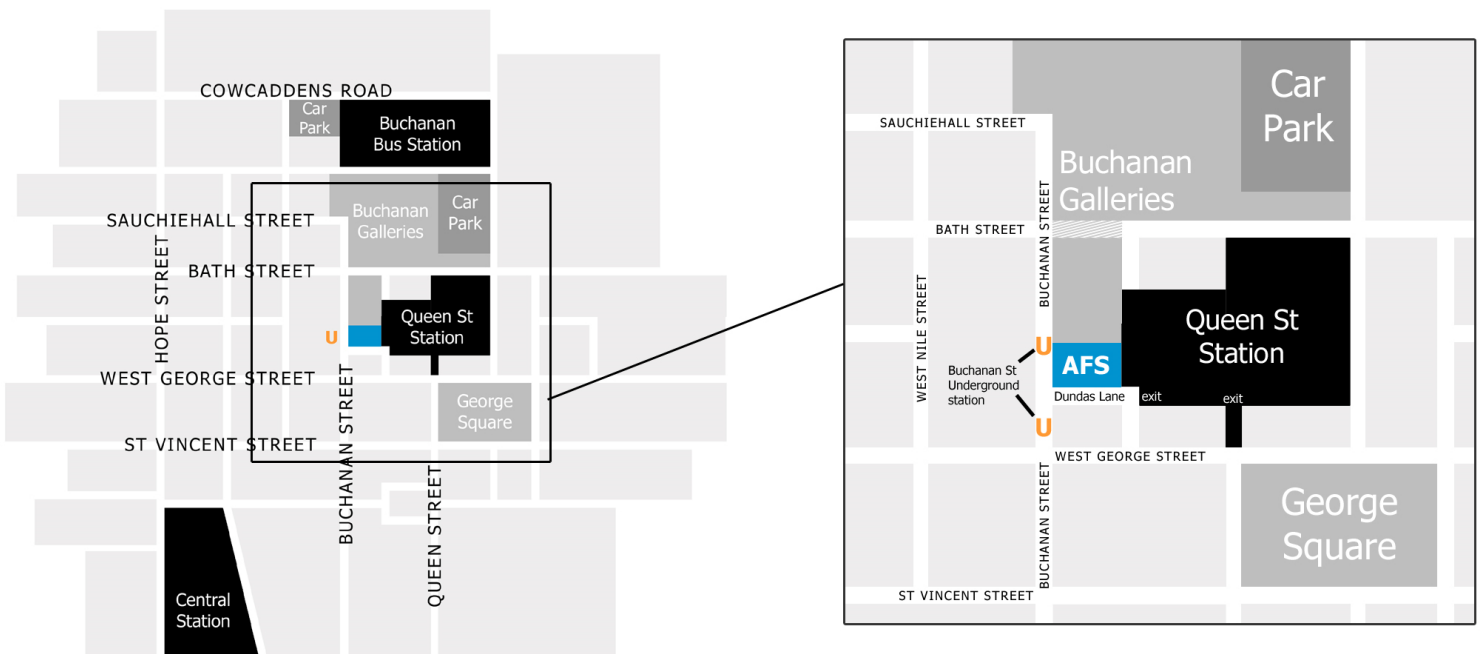
The nearest Underground station is Buchanan Street. Our building is approximately 25 yards from the station entrance.

**By train**

Our building is located close to Queen Street Station, Dundas Street exit. By walking through Dundas Lane, approximately 100 yards, you will reach our building. It is a 10 minute walk from Central Station. Alternatively, there is a regular bus link between the two rail stations.

**By car**

There are several car parks within the vicinity of our building, such as Buchanan Galleries, NPC or City Council run car parks. All of them charge for parking.



Alcohol Focus Scotland  
Floor 2/2  
166 Buchanan Street  
Glasgow  
G1 2LW

Tel: 0141 572 6700  
Email: [enquiries@alcohol-focus-scotland.org.uk](mailto:enquiries@alcohol-focus-scotland.org.uk)  
Web: [www.alcohol-focus-scotland.org.uk](http://www.alcohol-focus-scotland.org.uk)

**Location**

**Directions & contact details**