Four Square Park Cafe

THE PERFECT BACKDROP FOR YOUR EVENT.







In the heart of Saughton Park, exclusive use of our café and courtyard offers a tranquil escape, moments from the city centre.
From family gatherings to corporate events, all profits go towards funding vital homeless services in Edinburgh.

Seats 40 | Fully licensed | Catering options | Accessible | Car park | 5–10pm | Oct-Mar

Contact us to start planning!

foursquare.org.uk/events	0131 202 8503	events@foursquare.org.uk

60 Ford's Road, Edinburgh, EH11 3HR | www.foursquare.org.uk | Charity Number SC017242

Four Square Park Cafe

EVENT PACKAGES

Tailor your event to suit your budget! Exclusive use of our unique cafe, bar and courtyard with a choice of catering packages or no catering.

5pm to 10pm | October to March | 7 days a week

Fully licensed, stocking a range of wine, beer and spirits.
Bringing your own? Corkage: Wine £5 per bottle, Beer £1.50 per bottle.



Light Buffet

Soup & Sandwiches
Quiche
Tea & Filter Coffee
Shortbread

£25 per person

Premium Buffet

Light Buffet *PLUS* *Pizza*
Mini Sausage Rolls
Hot Filled Rolls
Mini Steak Pies
Mini Macaroni Pies
Mini Traybakes

£35 per person

Venue Only

Staffed Bar
Plus Corkage Fee
£5 Bottle Wine
£1.50 Bottle Beer

£500 flat fee

Party size 20 minimum - 40 max | Optional charitable donation of £50

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Christmas

Four Square Park Cafe

From large family gatherings to work parties, book your event with us and make a difference this Christmas.

Exclusive Use 5pm to 10pm | Festive Buffet from £30pp | Add Fizz £4pp

By choosing Four Square Park Café for your Christmas event, you're selecting a stunning venue and making a positive impact on the community.



Seats 40 (Minimum 20) | Fully licensed | BYOB available | Accessible | Car park

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Four Square Park Cafe

PERSONALISE YOUR EVENT







For a stress-free evening tailored to your needs, speak to us about personalising your event with our range of add-ons.

Want to decorate? Access from 4pm is available to add your own touch

Fancy a glass of fizz ('Nosecco' for non-drinkers)? Only £4pp on any buffet package

Bringing your own alcohol? Corkage: Wine £5 per bottle, Beer £1.50 per bottle

Prefer unlimited barista-style coffee? Only £5pp on any buffet package

Upgrade to champagne? Book in advance for that special treat

Playing music? Use our Bluetooth speaker free of charge

Bringing your own cake? £5 flat fee for plating up and storage

Dietary requirements? Here to help! Options to be confirmed 30 days in advance

Prefer to run a tab? Guests can pay for drinks as they go, or organise a tab on the night

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Four Square Park Cafe

F A Q S

Can I view the venue and discuss my event?

Yes, Wednesday is a good day for us. Other days are Thursday or Friday 9am to 9.30am or 3.30pm to 4.15pm. These are the times a manager is available and the café is not too busy. You'll be able to see the venue and have time to discuss your event. Confirmation of a time in advance is required.

Can I hire the venue without food?

Yes, we can do this. It is a £500 flat fee for the event from 5pm to 10pm. The bar will be available with staff. We also offer Bring Your Own Bottle agreed in advance. Corkage is £5 per bottle of wine and £1.50 per bottle of beer.

Do you offer catering if I have hired a different park venue?

If you are booking, for example, the bandstand or McHattie Room, we can cater your event for up to 40 people year-round. We offer a cup of soup, a cake and a hot drink for £10 per person. If you would like to add a sandwich, it is an additional £4. Teas and coffees to be purchased directly at the café.

Do you take bookings for large tables of 10+ during the day?

To ensure a smooth experience for your gathering, groups of 10 or more must be pre-booked. We require a £5 deposit per person to confirm your reservation, and ask that you pre-order your food one week in advance. Simply email your choices to the café, along with the name and date of your reservation. Please note: No decorating is allowed.

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Four Square Park Cafe

TERMS AND CONDITIONS (PAGE 1 OR 2)

For your experience to be as smooth and enjoyable as possible, here we set out some clear terms and conditions for private hire of our cafe.

Dates, Times & Party Size

- The cafe is available for private hire for 20 - 40 guests, October 1st to March 31st, Monday to Sunday, from 5pm to 10pm.
- Events can start from 5pm. Last orders are 9:45pm. Bar closes at 10pm.

Catering & Drinks Packages

- A selection of two catering packages and drink options is available.
- Final choices must be confirmed no later than 30 days prior to the event.

Payment Terms & Deposit

- A 10% non-refundable deposit is required at the time of booking.
- Final payment (remaining balance) due at least 30 days before the event.
- No changes to food/drink packages or extras permitted after this deadline.
- If final payment is not received by the due date, we will contact you by email. Bookings may be cancelled if payment is not received within the specified timeframe.
- A £50 Four Square charity donation is added to all event bookings. This is highly appreciated and goes to support our homeless services, but please ask if you would like this removed.

Continues over page.

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Four Square Park Cafe

Cancellation Policy

- More than 30 days before the event: 90% of the full payment is refundable (deposit is non-refundable)
- Within 30 days of the event: Payment is non-refundable

Allergy & Dietary Requirements

- Please inform us of any dietary requirements or allergens no later than 30 days prior to your event.
- We will do our best to accommodate all requests, but late notice may limit our ability to provide suitable alternatives.
- While we take every precaution to avoid cross-contamination, we cannot guarantee a completely allergen-free environment. All food is prepared in kitchens where allergens such as nuts, dairy, gluten, and soy are present.

END OF TERMS & CONDITIONS

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