

THE LIGHT ROOM

Welcome Guide

A QUIET, COSY SPACE FOR CALM CONVERSATIONS AND MEANINGFUL GATHERINGS



REBECCA



HOLMES



Welcome

A million thank yous for booking The Light Room for your event. It's a gorgeous space in the heart of Linlithgow, and we're proud to share it with others.

Rebecca & David Holmes

YOUR HOSTS

I'm Rebecca – a photographer with over twenty years' experience capturing people at their most real and radiant. Based here in Linlithgow, but covering the Lothians and travelling all over the world, I also teach photography and run mentoring workshops for fellow creatives. My happy place is behind the camera... or deep in conversation over coffee.

David is my husband – an IT whizz by trade, but truly in his element when he's hosting. If he hadn't ended up in tech, he'd be managing a boutique hotel somewhere beautiful (probably while serving you his legendary homemade fudge). He runs Aye Fudge, a wee local company whose sweet treats are much loved here in Linlithgow.

Together, we parent three incredible girls, travel when we can, and juggle family life with a healthy dose of humour and wine. We're the team behind The Light Room – hosting, welcoming and supporting the wonderful folk who walk through its doors.

The Light Room opened in early 2025 as a space primarily for Rebecca to photograph clients. But we soon realised it offered something extra - a warm, calm, welcoming space for people to gather for meetings and events. Over time, it's become a place where community groups meet to plan and dream, where small workshops spark new ideas, and where conversations flow easily over good coffee and the occasional square of homemade fudge.

The Light Room is very much a reflection of the two of us. The calm decor, leafy plants and, of course, the photography on the walls all carry my touch, while David makes sure the coffee is excellent, the tech works seamlessly, and the sweet treat jar is never empty. Together, we've created a space that feels both homely and inspiring - somewhere people can feel instantly at ease, yet energised to share ideas and make things happen.

Our hope is that The Light Room continues to be a bookable space that feels like a second home for those who use it. A place to slow down, breathe, plan, gather and create impact. A place where community and creativity meet.

Team Holmes
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INTRODUCTION

In this brochure, you'll find all the details of what you can expect when you hire The Light Room - our commitments to you and what we need you to do to make your session a success.

If you have further questions, we are always at the end of a phone call or email.





WHAT YOU CAN EXPECT FROM US

Clear, timely, honest, and up-front communication



Availability to answer all your questions and any concerns



A clean, warm space ready to use when you need it



A full biscuit tin, topped up coffee, tea and milk (including options for dietary requirements).



A relaxed, easy experience from start to finish



WHAT WE'LL NEED FROM YOU

-  To let us know what you need in terms of setup and resources
-  Your care and respect for the property and its contents
-  To tell us immediately if something is out of order, or not working as expected
-  Your help to ensure lights are off, heater is off and doors locked when you leave



don't be shy



WE LOVE TO CHAT...

HOW YOU CAN CONTACT US:

Email is always best unless it's urgent we can be contacted on hello@rebeccaholmesphotography.com.

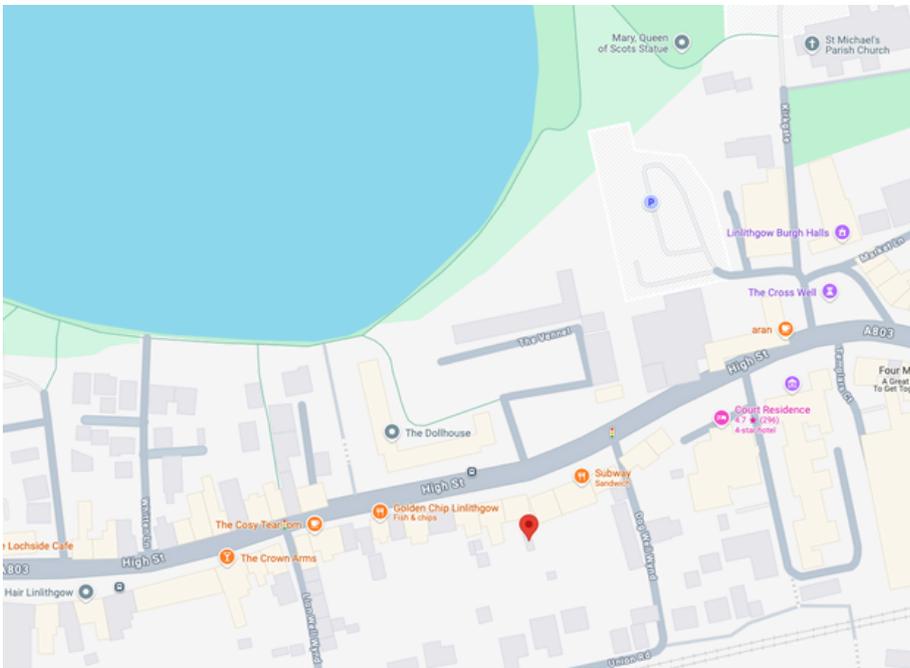
We endeavour to respond to all enquiries within 48 hours.

If you need to contact us urgently, or during your booking, you can phone or text one of the numbers below;

Rebecca - 07970 318 566

David - 07870 627 876

Please don't message us via social media, as we'll struggle to keep track of your message.



WHERE TO FIND THE LIGHT ROOM

The Light Room is located at 129A High Street, Linlithgow. It is nestled off the High Street, behind Byerton House.

To enter the studio, come up the walkway to the left of the shop Fair Tradewinds. Please don't drive your car up - there aren't any car parks for customers and it's exceptionally difficult to manoeuvre a car out of the space.

If travelling by train, the studio is just a short walk from Linlithgow station. Linlithgow is about 15 minutes train ride from Edinburgh, and 40 from Glasgow.

If driving, I recommend parking at the Vennel car park. Put 'Kirkgate Linlithgow' in your sat nav, then when you get there, take a left just after So Strawberry cafe to get to the car park. The Light Room is about a two-minute walk from there. There is a parking charge, but it's minimal.

Location



House Rules

HOUSE RULES

We want The Light Room to feel like your own space for the day - relaxed, welcoming and easy to use. At the same time, it helps everyone if we share a few simple 'house rules' to keep things running smoothly and make sure the space stays lovely for the next guests. Nothing heavy, just the basics to keep in mind while you're here.

- Respect the space and neighbouring businesses and homes.
- Please use only for lawful purposes.
- Children's events are not permitted (such as birthday parties). Any children present at adult events must be supervised at all times.
- Upstairs studio: fine for breakout use, but strictly no touching or moving photography equipment.
- Nothing except toilet roll down the toilets, please - the old drainage system blocks easily. There are bags provided for other waste.
- We will clean after your visit - dish washing, floors etc. However, if you make a particularly big mess, please clean it up. You can find cleaning supplies in the cupboard behind the bin.

TEA, COFFEE & TREATS

Help yourself – everything is included in your hire:

- Grind coffee pods + pod machine (with instructions on how to use it on the wall behind it)
- Kettle, teas (lots of herbal choices), biscuits (including dietary-friendly ones), and homemade fudge
- Milk (dairy + oat) in the small black fridge under the coffee machine
- No dishwasher, but dishes can be left by the sink. If you're using a lot and want to wash up, washing liquid, a draining mat and cloths are there for you.

HEATING & LIGHTING

- The thermostat is at the top of the first set of stairs. You can adjust as needed, but please turn off before you leave.
- Lights are controlled from the main switches by the doors.
- The downstairs windows are locked shut. If you need fresh air please open the front door.

TECH & EQUIPMENT

The following is available for your use. Just let us know in advance that you need it and we'll set it up for you.

- Large TV screen for projecting (connect via HDMI cable provided)
- Whiteboard + markers
- Flipchart + markers
- Extension leads (in the storage cupboard behind the bin, box marked "cables")
- If you're hiring the whole space and you'd like the room arranged in a specific way, let us know in advance - we'll set it up accordingly.
- Wifi is available for all to use. The network name and password are on the sign to the left of the front door.

Facilities

UPSTAIRS STUDIO SPACE

The upstairs is a working photography studio. You're welcome to use it as a quiet breakout space, but:

- Do not touch or move any photography kit, props, lights, or backdrops.
- For safety and security, the studio is monitored by a video camera that links to our phones. Footage isn't stored - it's only used to protect equipment.

HEALTH & SAFETY

- Fire exit: main front door (the upstairs exit is locked).
- First aid kit: black bag labelled "First Aid", behind the coat rack by the main entrance, next to the fire extinguisher.
- Fire extinguisher & fire blanket: also by the main entrance.
- Toilets: Please only flush toilet paper and human waste, the sewage system is very old. One toilet requires you to click the pull-cord a couple of times to turn on the lights.

CLEANING & TIDYING

- Cleaning supplies: in the cupboard covered by a white curtain, behind the bin, in the kitchenette.
- Bins: main bin with separate recycling section + food waste caddy (both in kitchenette). We'll empty them for you.
- Please leave the space as you found it - clear cups, tidy surfaces, and return chairs to their original place if they were moved. No need to wash dishes or clean floors, though.

SUSTAINABILITY

We're keen to keep things eco-friendly:

- Use the recycling and food waste bins in the kitchenette.
- Switch off heating/lights when not needed.

Facilities

LOCKING UP

When leaving, please:

- Switch off heating and lights.
- Lock the main door.
- Post the key through the letterbox.

Finishing Up

CATERING DELIVERED

If you're hosting an event and you'd like catering delivered, we'd suggest contacting the following companies;

Wallace Mill Pantry: <https://wallacemillpantry.co.uk/>

MBK Catering: <https://masonbelleskitchen.co.uk/mbk-private-catering/>

Wee White Dog: <https://www.weewhite.dog/catering-services/>

Well Bread: <https://www.wellbreadcatering.com/>

LOCAL CAFES

Taking a break during a long event or on a co-working day is never a bad thing. There are plenty of great local cafes where you can either book a table, or pick up some takeaway.

Taste Deli Cafe: 47 High Street, Linlithgow

Rebecca's favourite for a takeaway soup and sandwich, sit in is also available but booking advised

Brunch Cafe: 145 High Street, Linlithgow

Makes a great breakfast roll, take away or sit in available

Aran Cafe: 1 The Cross, Linlithgow

Rebecca's favourite for a sit-in breakfast, they offer take away but can get quite busy - booking recommended

LOCAL RESTAURANTS

If you want a longer sit down, or to arrange dinner after your event, here are some great options:

Bar Leo: 48-50 High Street, Linlithgow

The local Italian - great food, always a warm welcome

Mason Belle's Kitchen: 52 High Street, Linlithgow

A bit fancier, sit down dinners, great food, beautiful setting

Cafebar 1807: 108 High Street, Linlithgow

More relaxed dining, great food, delicious cocktails

The Four Marys: 65-67 High Street, Linlithgow

Delicious classic pub food, one of the best gin selections in town

Du Vin Bouchers: 62 High Street, Linlithgow

Primarily a wine bar, but they also serve delicious cheese and meat platters - highly recommended!

Food and drink

Thank you



FEEDBACK & STAYING IN TOUCH

We'd love to hear about your experience — and if you'd like to book again, please don't hesitate to get in touch. And if you're up for leaving us a review, please drop it to us via email.

Enjoy your time here

Rebecca & David ✨