

Ely Museum, The Old Gaol, Market Street, ELY, CB7 4LS.  
Telephone 01353 666655. e-mail [admin@elymuseum.org.uk](mailto:admin@elymuseum.org.uk)  
Registered Charity No 1156024



## **TERMS AND CONDITIONS OF HIRE VERNON CROSS ROOM, ELY MUSEUM**

### **Charges**

Full Day (8.30am - 5.30pm)	£80
Per Hour (only between 8.30am and 5.30pm)	£12
Per evening (from 6pm , 10pm finish)	£25

### **Discounts are available for block bookings**

3-14 bookings	10% discount
15 bookings and over	15% discount
Registered Charities	10% discount

Business Friends - 2 free bookings

(Only one discount per booking. Discounts are not available for evening bookings.)

### **Seating Arrangements**

Room: Width – 5.35m, Length – 7.5m, Height – 2.7m

The Room may seat up to 20 people board room style and up to 40 lecture theatre style. Alternative layouts are possible, please contact Ely Museum to discuss your requirements.

The room may be set up in advance, please specify your requirements on the booking form.

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## **Equipment Available For Use**

The following equipment may be made available at no additional cost:  
Digital Projector; Projector Screen; Flip Chart Stand.  
(Please request equipment at time of booking.)

Please bring your own flip chart paper and pens.

## **Refreshments**

Available from 10-30am to 4-00pm for groups over 6 persons.  
Please order at least 5 days before date of hire.  
Tea, Coffee, Biscuits                    £1.00 per person  
Cold drinks can be arranged on request.  
Refreshments may not be taken into main museum building.

Hirers, bringing their own refreshments may use the kitchen and crockery by agreement; in this instance hirers are required to leave the kitchen clean and tidy, with all crockery washed up and put away. A charge may be made if this is not done.

## **Breakages**

All breakage must be paid for. Damage to the equipment, collections, displays, fixtures and fittings of the building will be charged according to the cost of repair or replacement as necessary.

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Cups	£2-50 each	Wine Glasses	£1.50 each
Saucers	£2-00 each	Drinking Glasses	£1-50 each
Jugs	£7-00 each		

## **Entry to Museum**

The Vernon Cross Room is part of a self contained wing next to the Old Gaol.

Where agreed keys may be signed out by the hirer, but must be collected and returned at an agreed time and date, and will remain the responsibility of the hirer from collection until return. Hirers who open and close for themselves will be responsible for ensuring the Annexe is properly locked at the end of the hire period. Lost keys must be reported as soon as possible to the Museum. A charge will be made for keys lost or not returned.

Entry to the Museum will be restricted unless otherwise agreed.

Where entry to the Museum is required the normal admission charges will apply, unless otherwise agreed. Tours of the Museum are available by appointment. Details on request.

There is no museum car park, however the council car park is available for public use in the evening and at weekends and is situated next to the museum.

**Booking** - Please use the reply slip provided.

This room is only available for small meetings, lectures, presentations, exhibitions and other educational activities. The Room hirer is responsible for all persons using the premises during the period of hire.

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The Trustees of Ely Museum reserve the right to deal with all applications in their absolute discretion in such manner as they think fit.

### **Cancellation Charges**

A percentage of the hire charge will be charged as below:

More than 14 days notice	no charge
14 to 5 days notice	25% payable
4 to 2 days notice (including cost of refreshments if ordered)	75% payable
Less than 2 days notice (including cost of refreshments if ordered)	100% payable
If no cancellation notice is given (including cost of refreshments if ordered)	100% payable

### **Payment**

Cash or cheque in sterling. Cheques should be made payable to Ely Museum.

Payment may be made on the day or an invoice can be sent out. Please pay within 28 days of invoice.

### **Education and Access**

Educational and special needs groups please ask for details.

If you have any questions please contact the Museum for an informal discussion.