



## Aedwen Room Booking Form

*Please complete this form & return it to the museum via email at [admin@elymuseum.org.uk](mailto:admin@elymuseum.org.uk), by post, or by bringing it into the museum. Once the booking form has been reviewed and the date/s confirmed, you will receive a booking confirmation. Your booking is not confirmed until you receive our confirmation in writing.*

Date/dates & time required for booking:

*Please include any set up / clear up time needed,  
there may be another booking before or after yours.*

For evening bookings, the keys will need to be picked up before hand.

I will collect the keys on:

I will return the keys on:

Name & address of organisation & charity number (if applicable):

Contact name, number & email:

Please provide a brief description of the intended purpose of the room hire:

*Such as a meeting, workshop, class etc*

How would you like the room set up? *(There are up to 8 rectangular tables & 40 chairs available)*

- |  |   |
|--|---|
| <input type="checkbox"/> Empty room                                    | <input type="checkbox"/> Lecture style for.....people   |
| <input type="checkbox"/> Boardroom style with seating for ..... people | <input type="checkbox"/> Other <i>(please describe)</i> |
| <input type="checkbox"/> Café style with seating for ..... people      |   |



# ELY MUSEUM

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The Aedwen Room is equipped with a small self-service kitchenette, fridge and the essential crockery. You are welcome to bring your own tea, coffee & milk etc or Ely Museum can provide them for a small fee of £1 per person.

Do you require use of the Kitchenette?    YES            NO

Do you require Ely Museum to provide tea, coffee, milk & biscuits?    YES            NO

If so, for how many people?

Some additional equipment is available via prior request in the Aedwen Room. Please let us if you require anything:

Payment preference:

Payment by cash/card on the day

Payment via invoice is requested

Address/email for invoice:

I confirm I have read and agree to Ely Museum's Terms and Conditions & would like to book the Aedwen Room at Ely Museum

Signed:.....

Date: .....

Print Name: .....