



Aedwen Room Booking Form

Please complete this form & return it to the museum via email at 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)*

Boardroom style with seating for people

Lecture style for.....people

Café style with seating for people

Other *(please describe)*



ELY MUSEUM

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 £2.50 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: