

Room Hire

Museum Courtyard – the Museum Courtyard is located on the ground floor and has level access to toilet and café facilities (use of café facilities available on request). The Museum courtyard capacity is 80 depending on the activity.

Facility	Hire Description	Cost (inc. VAT)
Museum Courtyard (hourly rate)	Courtyard Evening Hire (between 5pm and 11pm only)	£36.00 per hour
Museum Courtyard (drinks package)	Per Person (to include): <ul style="list-style-type: none"> - 1 x drink (house wine/juice on arrival) - nibbles (crisps, nuts, olives) - additional charged at normal bar rates - room hire not included 	£4.95 per person
Museum Courtyard (buffet and drinks package)	Finger Buffet and Drinks: <ul style="list-style-type: none"> - costs available upon request - room hire not included 	Available on Request
Access to the Galleries is available upon request – please note there may be an additional charge for this at the discretion of the Visitor Services Manager.		

Learning Space – the Learning Space is located on the ground floor and has level access to toilet and café facilities (use of café facilities during evening bookings available upon request). It is a light and airy room with tables and chairs available to use upon request. This space is ideal for meetings or training purposes. This space can also be supplied with use of a projector, lectern and flip chart on request. The maximum capacity for the Learning Space is 40 people depending on the activity.

Facility	Hire Description	Cost (inc. VAT)
Learning Space (hourly rate)	Learning Space Daytime Hire (between 9am – 5pm)	£18.00 per hour
Learning Space (hourly rate)	Learning Space Evening Hire (between 5pm – 11pm)	£24.00 per hour

Additionally, we offer Learning Space packages (see next page).

Facility	Hire Description	Cost (inc. VAT)
Learning Space (refreshment package)	Free of Charge Room Hire (based on): <ul style="list-style-type: none"> - 4-hour session based on 20 people minimum - pre-ordered refreshments to the value of £60.00 minimum (café menu available upon request) 	Free of Charge **
Learning Space (community delegate rate)	Daytime Room Hire and Catering Included: <ul style="list-style-type: none"> - catering details available upon request 	£20.00 per person
Learning Space (business delegate rate)	Daytime Room Hire and Catering Included: <ul style="list-style-type: none"> - catering details available upon request 	£25.00 per person

** subject to minimum spend as described – daytime bookings only.

Exhibition Hire – the Courtyard and Learning Space can also be booked for the purpose of short-term exhibition installations. **Please note that the 7 day hire is inclusive of set up and removal time.** Private viewing events can be booked at the additional room hire rate (including Courtyard buffet/drinks packages)

Facility	Hire Description	Cost (inc. VAT)
Courtyard Exhibition (7-day hire)	Exhibition on temporary walling system: <ul style="list-style-type: none"> - layout options available - must be able to affix to walling/not obstruct through-traffic 	£350.00
Learning Space Exhibition (7-day hire)	Exhibition on temporary walling system: <ul style="list-style-type: none"> - exclusive use of the Learning Space - layout options more flexible 	£500.00

Museum Café – our Café is located on the ground floor of the Museum. It is a light and airy room with tables and chairs available to use. This space can be made available in order to purchase beverages – please notify us if you would like the Café open for an evening booking. We also offer a range of refreshments including cakes, light lunches and other items. Please contact us for more information, as packages can be tailored.

The Museum can also provide custom packages to suit your requirements. Please contact the Museum for a quotation.