

Havering Museum Ltd

19 – 21 High Street
Romford
RM1 1JU
Tele: 01708 766571
Email: bookings@haveringmuseum.org.uk
Charity No. 1093763



Room Hire Rates 2018

Day Rate per hour 09:30 - 17:00	Evening Rate per hour 17:00 - 22:00
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Learning Zone - seating 20 people maximum

Functions and Local Business Use	£22.50+VAT	£32.50+VAT
Local Organisations	£17.00+VAT	£25.00+VAT
Community Groups and Charities	£12.00+VAT	£18.00+VAT

Exhibition Hall - seating 50 people maximum

Functions and Local Business Use	£45.00+VAT	£55.00+VAT
Local Organisations	£27.50+VAT	£37.50+VAT
Community Groups and Charities	£22.50+VAT	£32.50+VAT
Group use of the kitchen in the Exhibition Hall	£10.00+VAT	
Commercial use per hour	£100.00+VAT	
Commercial use per day (09:30 - 17:30)	£500.00+VAT	
Commercial use of the kitchen	£10.00+VAT	
Commercial use of the kitchen for self- catering	£30.00+VAT	

Minimum charge for bookings outside normal Museum
Hours of 11:00 to 17:00 Wednesday to Saturday. £25.00+VAT

Tea/Coffee and biscuits £2.00+VAT per person
Cakes, sandwiches, luncheons etc. Priced by arrangement

Cancellation charges

Within 7 working days	£15.00+VAT
Within 48 hours	50% of cost+VAT

The Room Hire will only be confirmed upon receipt of a completed Room Hire Booking form

<https://www.haveringmuseum.org.uk/visit-us/hire/>