**Room Hire Rates with effect 1st October 2023**

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|  | **Day Rate**  **Per Hour**  09.30 – 17.00 | | **Evening Rate**  **Per Hour**  17.00 – 22.00 |
| **Learning Zone** –seating 20 people maximum | | | |
| Functions and Local Business Use | £23.50 + VAT | | £33.50 + VAT |
| Local Organisations | £18.00 + VAT | | £26.00 + VAT |
| Community Groups and Charities | £13.00 + VAT | | £19.00 + VAT |
| **Exhibition Hall** – seating 50 people maximum | | | |
| Functions and Local Business Use | £46.00 + VAT | | £56.00 + VAT |
| Local Organisations | £28.50 + VAT | | £38.50 + VAT |
| Community Groups and Charities | £23.50 + VAT | | £33.50 + VAT |
| Group use of the kitchen in the Exhibition Hall | £11.00 + VAT | | |
| Commercial use per hour | £101.00 + VAT | | |
| Commercial use per day (09.30-17.30) | £501.00 + VAT | | |
| Commercial use of the kitchen | £11.00 + VAT | | |
| Commercial use of the kitchen for self-catering | £31.00 + VAT | | |
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| Minimum charge for bookings outside normal Museum hours of 11.00 – 17.00 Wednesday to Saturday | | £25.00 + VAT | |
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| Tea/coffee and biscuits | £3.00 + VAT per person | | |
| Cakes, sandwiches, luncheons etc | Priced by arrangement | | |
| **Cancellation charges** | | | |
| Within 7 working days The greater of £16.00 + VAT or 25% + VAT | | | |
| Within 48 hours 50% of costs + VAT | | | |
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| **The Room Hire will only be confirmed upon receipt of a**  **completed Room Hire Booking Form** | | | |

https://www.haveringmuseum.otg.uk/visit-us/hire/