



Hiring the Almonry

The Lecture Room, Henry Fowler Room and gardens at the Almonry are available for hire for public functions including talks, meetings, events etc.

Facilities

1. Lecture Hall - Max of 60 people
2. Henry Fowler Room – Max of 10 people
3. Garden – Max of 60 people
4. Tables available 2 long 3 short
5. 2 gazebos 3mx3m with sides if required
6. Projector and screen
7. Crockery and glassware included in hire price
8. Tea, coffee and biscuits provided at a small charge
9. Outside caterers welcome, caterer or client is responsible for clearing up afterwards
10. Hirer allowed to decorate the room with guidance from Almonry staff

Charges

Mon – Fri all day (9am-5pm) £50

Saturday all day (9am-5pm) £60

Mon – Fri 1.2 day (9am-1pm or 1pm-5pm) £25

Saturday 1/2 day (9am-1pm or 1pm-5pm) £30

Tea/Coffee and biscuits provided at £1.50 per person

Use of urn – free of charge

A non-refundable deposit of £20 is required at time of booking. Confirmation of booking will be sent out within 5 working days.

Please Note the Almonry and gardens are a **NO** smoking zone, there are benches and a bin at the front of the building should guests wish to smoke. There are **NO** naked flames allowed in the Almonry or garden.



Event Booking Form

Contact name & address:

Event Name:

Nature of event (e.g. talk, meeting):

Date:

Number of guests:

Time (start and finish):

Room: Lecture Hall Henry Fowler Room Garden

Equipment: All equipment listed below is included in the hire price.

	Number required
Tables	
Large (3 available)	
Small (3 available)	
Chairs	
Projector	
Screen	

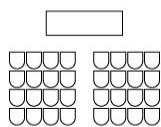
	Number required
Wine glasses	
Cups/saucers	
Plates	
Urn	
Gazebos (garden only)	

Do you require tea/coffee & biscuits at £1.50 per head? Yes/No

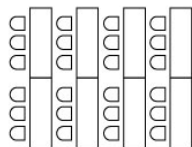
Will you be using external caterers: Yes/No

Contact details for catering:

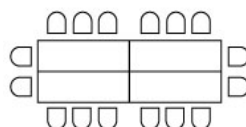
Seating plan – please indicate how you would like the room setting out (Lecture Hall only)



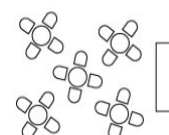
Theatre



Conference



Classroom



Cafe

Office Use Only:				
Hire Cost:	M-F £50	S £60	M-F ½ £25	S ½ £30
	T/C/B @ £1.50			
TOTAL:	Confirmation sent: Y/N	Deposit Paid: Y/N	Invoice sent: Y/N	