



Learning Centre Hire Information

The Museum's Learning Centre is a spectacular venue for corporate and private hire. The Centre overlooks beautiful Italian Gardens, and is accessible through a separate entrance to the Museum if required.

Availability

The Learning Centre is available for hire Monday - Fridays. It can be booked between 9:00 – 17:30 Monday – Friday. No evening or weekend bookings are available.

Hire Prices

The Learning Centre is available for hire at £60 an hour. A minimum booking of 3 hours is required, with discount for whole day hire (8 hours) at £450. Discounted rates for charities are available. Prices are exclusive of VAT.

Payment

Payment can be made by cash or card at the Museum's reception (we are unable to take card payments over the phone). Cheques made payable to Bentley Priory Museum.

Deposit

A £100 cheque deposit is required when booking the Learning Centre. This deposit is non-refundable if the booking is cancelled within 1 month of hire date. It will not be refunded if there is any damage to the Learning Centre or if cleaning is needed.

Refreshments/Catering

Catering can be booked directly through the Museum. We have a number of catering partners to meet your catering needs. External caterers are subject to permission.

Museum Admission

Hire of the Learning Centre does not include admission to the Museum. If you would like admission to the Museum as part of your hire, please request it when booking the Learning Centre.

Cleaning

The outlined costs are for the hire of the Learning Centre only and do not include cleaning costs, which start at £50 plus VAT. Please confirm when booking whether you would like cleaning included in your hire.



Hire

The hire of the Learning Centre does not include the circular area outside the Learning Centre (the temporary exhibition space) or the formal Italian Gardens or wider grounds. Please ensure that all activities remain within the Learning Centre.

Room Layout

The Learning Centre is a flexible space and can be used for corporate meetings, talks, workshops and private events. It can comfortably sit 40-50 people for talks and workshops, and around 20 for formal meetings. The maximum number for events is 70, depending on layout.

Tables & Chairs

Folding tables, benches and chairs are available to use as part of the Learning Centre hire. The wooden table can be used if appropriately protected, i.e. from food and drink. The folded rug should not be used for any event.

Wifi

Free wifi is available in the Learning Centre.

Parking

There is plenty of free Museum visitor parking available. There are 4 accessible parking spaces at the front of the Museum.

Access

The Learning Centre is located on the Lower Ground Floor of the Museum, and can be accessed via a pathway through the centre's entrance or via a lift or stairs through the Museum's main entrance.

Facilities

Female, Male and Accessible toilet facilities are all located on the Lower Ground Floor, adjacent to the Learning Centre.

Equipment

Hire of the Learning Centre does not include any equipment. Use of Museum equipment, such as projector and screen, can be arranged for an additional fee.



Terms & Conditions of Learning Centre Hire

1. The Hirer will pay the specified amount for hire of the space, facilities and any other charges relating to the hire by the agreed date.
2. The Museum reserves the right to revise its fees and charges. However, once a deposit is paid no revision to fees will occur unless the conditions of hire are altered.
3. The Hirer shall be responsible for the cost of making good any damage or loss caused to the furniture, fittings and equipment arising out of and/or in the course of the Hirer's activity or event.
4. The Hirer shall vacate the premises by the agreed time set out in written confirmation. Any extension of time or failure to vacate the premises at the agreed time shall incur an additional fee (based on an hourly rate).
5. Any goods, properties or materials brought in by or on behalf of the Hirer, are the responsibility of the client. The Museum accepts no responsibility for damage or loss of goods or materials left at the Museum prior to, during, or after the event.
6. A representative of the Museum will be on-site for the duration of the event. Any instructions given by the Museum's representative in relation to the conduct of the function must be followed immediately. The Museum's representative has the authority to terminate the event should any instructions or contract conditions not be observed.
7. The Hirer is liable for themselves, their employees and any contractors whom they may engage in relation to the event and indemnifies the Museum, all Museum employees and caterers against any claims, actions losses, demands, damages and expenses for which the Museum, its employees and caterers shall or may become liable or suffer in respect of damage to the Museum's property or injury or death of persons arising out of any wilful, unlawful or negligent act or omission of the hirer, its employees, agents or subcontractors in connection with this event. It is the responsibility of the Hirer to obtain and keep current insurance against such liability during the term of this contract and ensure that all contractors under their direction are similarly insured.
8. Either party reserves the right to terminate the contract. If the Hirer terminates the contract less than 30 days before the event through no fault or breach of the contract by the Museum the hirer will forfeit 100% of the deposit. If the Museum terminates the contract through no fault or breach of the contract by the Hirer, the Museum will refund all monies received from the Hirer for that event.



9. The hire of the Learning Centre does not include the circular area outside the learning centre (the temporary exhibition space) or the formal Italian Gardens or wider grounds. All activities must remain within the Learning Centre.
10. The hire of the Learning Centre does not include access to the kitchen, which supplies the Museum's Café.
11. It is the responsibility of The Hirer to ensure that all children under the age of 18 are supervised by adults at all times.
12. The Hirer must seek consent for the use of materials in the Learning Centre. Materials that cannot be used include paint, glitter, confetti, superglue, food colouring, fabric/hair dye.
13. Smoking and the use of candles or smoke machines is not allowed in the Learning Centre or anywhere within the Museum, including the Italian Gardens.
14. No animals are allowed on site, with the exception of guide/hearing dogs.
15. The Hirer must leave the premises in a clean condition. Failure to do so will incur additional cleaning charges.
16. Signs, banners and decorations must be approved by the Museum prior to hire. No nails, screws, adhesives or fastenings may be driven into or attached to the walls, doors, glass, floors, furniture, fittings or equipment without consent of the Museum.
17. Background level music and amplified speech is acceptable inside the building provided that it cannot be heard outside the building. No other music or noise is permitted. Windows and doors must be kept closed when necessary to ensure that noise cannot be heard by the museum's neighbors. Live background music is permitted subject to the Trust's prior written approval and relevant license. Disk Jockeys are not permitted. Amplified singing is not permitted.