

# GEFFRYE MUSEUM ROOM HIRE INFORMATION

## CATERING



The restaurant can supply refreshments throughout the day: teas, coffees, homemade cakes and biscuits, mineral water and juices.  
Lunch can be served in the restaurant from the standard menu (subject to numbers) or buffet style in the breakout room.

## LECTURE ROOM



The Lecture Room is an elegant room decorated in early Georgian style and hung with paintings from the museum's collection.

Lecture style:	50 people
Board meeting:	25 people
Classroom style:	30 people

## ART ROOM



A spacious light room in the 20<sup>th</sup>-century wing.

Lecture style:	60 people
Board meeting:	30 people
Classroom style:	30 people

## **FACILITIES**

Screen / OHP / Slide projector  
Flip charts and pens: £10/day

## **HIRE CHARGES**

Tuesday – Friday

Lecture Room: 9.00am – 5.00pm	£60/hour or £300/day
After 5.00pm	£100/hour
Art Room: 10.00am – 5.00pm	£60/hour or £300/day
Before 10.00am & after 5.00pm	£100/hour

## **CANCELLATION POLICY**

Less than 48 hours notice in writing:	100% fee
Less than two weeks' notice in writing:	50% fee
More than two weeks' notice in writing:	No charge

## **CONDITIONS**

All bookings must be confirmed in writing.  
Rooms must be vacated at the agreed time.  
Any damage or breakages incurred must be paid for in full.  
The museum cannot accept any responsibility for liability, loss or damage to the clients' property.

*Please note that smoking is strictly prohibited within the museum buildings.*

## **CONTACT DETAILS**

To arrange a visit, please contact the Information and Bookings Officer  
Tel: 020 7739 9893 / Fax: 020 7729 5647  
Email: [bookings@geffrye-museum.org.uk](mailto:bookings@geffrye-museum.org.uk)