



PRIVATE HIRE EVENTS IN THE NORMANBY ROOM

Terms and conditions

A non-refundable booking fee of 25% of the total hire fee is required to secure your booking.

The Normanby Room is a unique historical setting. You and your guests will be using furniture and silver which in some cases is over a hundred years old. For this reason we take a deposit of £150 at the time of your booking to cover any damage to the room or equipment. Any additional room hire charges will also be deducted from this deposit.

A final invoice will be emailed to you after your event. Full payment is required within 7 days.

Please note that if there is a reduction in the number of guests after booking there will be no reduction in cost. Organisers are requested to advise their party members of this.

Events should end by 11pm. If you wish your event to extend beyond that time, please discuss this at the time of booking. There is an additional £50 charge per part or whole hour after 11pm.

The museum reserves the right to cancel, alter or amend any event at its own discretion. Alternative dates may be offered or pre paid monies refunded.

Guests are not permitted to bring their own food to consume on the premises.

A corkage fee will be charged if you wish to bring your own drinks.

For more information please contact us on 01748 826561 or by emailing: events@greenhowards.org.uk

FOR OFFICE USE ONLY

Non-refundable booking fee paid: _____

Deposit paid : _____

Pre-order received: _____

Booked in the diary: _____

Remaining balance due: _____