



## Calderdale Industrial Museum



# Halifax Room Hire and Guided Tours

Thank you for considering hiring Calderdale Industrial Museum as the venue for your event. The museum can offer a room to hire for your event or guided tours of the whole museum.

### Halifax Room Hire

- The Halifax Room is available for hire for one off events or regular sessions.
- A charge of £20 per hour is applicable to all bookings.
- The room has an approximate capacity of 60 for seated events, and 100 for non-seated.
- The room measures 12.3 x 5.3 metres, with the adjacent kitchen an additional 5.7 x 2.8 metres.
- There are 30 chairs and 6 tables in the room, with an additional 30 chairs and 4 tables available if needed.
- Hire includes the use of a fully equipped kitchen. Tea/coffee/biscuits can be provided and additional catering such as a “pie and peas” supper can be arranged on request.
- The building is fully accessible, with accessible toilet facilities.
- A limited amount of on-site parking is available for hirers, with a large amount of public parking nearby.
- The use of a digital projector and screen can be arranged on request.

### Guided Tours

- Guided tours of the museum can be arranged for a charge of £5 per head.
- Groups will be taken on a fully escorted tour of the entire museum and be served tea/coffee and biscuits in the Halifax Room.
- Additional catering, such as a “pie and peas” supper can also be arranged on request.

### Payment Arrangements

- For one-off room hire, a 50% deposit is payable at the time of booking. The balance will be invoiced a week before the event.
- For regular room hire, payment for the booking is required one month beforehand, with further bookings invoiced monthly in arrears.
- If the hire/event is cancelled without good reason and if insufficient notice is given, the deposit will be retained by the museum.

## Calderdale Industrial Museum Booking Form

Please complete and email to Sakinah Haq at [manager@calderdaleindustrial.co.uk](mailto:manager@calderdaleindustrial.co.uk).

For further information, please ring 01422 384721.

Person making the booking	Person supervising event/activity/tour
Full name	Full name
Mobile phone/ Landline	Mobile phone/Landline
Email	Email
Organisation	
Address	

About your event	
Are you hiring as a one-off event or for regular dates?	
Date of hire/tour (first date, if regular booking)	
Event name	
Brief Event Description	
How many people do you expect to attend?	
Will your event involve children under 18, or adults at risk? (If so, you will need to inform CIMA what steps you will take to safeguard them and provide a Risk Assessment)	

Additional Requirements	
Additional chairs or tables	
Use of digital projector and screen	
Flip chart/whiteboard	
Catering	

