

Booking form for the hire of the Bridewell Tea Room Gallery at The Bridewell, Norwich Road, Wymondham.

1. Hiring Organisation

2. Name of contact person

Address

.....

E-mailTelephone

3. Scale of fees

£20 per calendar month or £7 per week

4. Dates required

From

Until

Cost

5. Hiring fees of £ enclosed (cheques payable to Wymondham Heritage Society)

Is a receipt required? Yes/No

6. I have read the booking notes and agree to the conditions of hire

Signature.....Name (capitals).....

Date.....

Please return this booking form to Amanda Oelrichs c/o Wymondham, Heritage Museum, 10, The Bridewell, Norwich Road, Wymondham, NR18 0NS.

**Notes for the hire of the Bridewell Tea Room Gallery at The Bridewell, Norwich Road,
Wymondham, NR18 0NS**

1. The space is available for exhibitions during Museum opening hours.
2. The Society reserves the right not to accept bookings which would appear likely to affect adversely the Museum.
3. The entrance is from Browick Road or via the Museum main entrance.
4. Please allow for setting up and clearing within the time booked.
5. The car parking space at the back of the Bridewell can only be used for setting up and taking down the exhibits. At other times the nearest car park is at Central Hall, Back Lane, Wymondham.
6. The setting up and taking down of the exhibits must be overseen by a member of the Museum Management Committee.
7. If any of the exhibits are for sale, these transactions will be dealt with by the hirer and not the Museum/Tea Room volunteers.
8. A charge will be made if any damage is caused by the displays to the Tea Room e.g. walls.
9. Wymondham Heritage Society accepts no liability for damage to or loss of any exhibits during the period of hire.