



The
Clay Farm
Centre

Venue Hire

Private parties and one-off bookings

Equipment

Fixed Equipment:

FREE

Additional Laptop / DVD Player / Portable PA system /Projector:

Cost per party: £6.00 plus VAT

Flipchart stand with integral whiteboard:

FREE

Flipchart Pad:

Cost per pad £6.00 plus VAT

Out of Hours & Sunday Bookings

Out of hours bookings on Friday evenings, Saturday afternoons and all day on Sunday are subject to a higher hourly rate which covers staffing costs.

Catering & Refreshments

In rooms with a tea point, the provision of hot and cold water and use of crockery and cutlery is included in the room rate. **It is the responsibility of the hirer to clear away, wash up and leave as found.*

The provision of tea, coffee & biscuits to the room, can be arranged with varying options. Please ask for further information.

VAT

VAT is charged at standard rate, however this is included in the hourly party rate.

Payment

One off private bookings, for example birthday parties, are payable 2 weeks in advance, in the Centre, by cash or card. Bookings by Organisations may be invoiced, please discuss at the time of booking. Charges are made pro rata on an hourly rate from the time access is required to set up to the time the area is cleared after use.

Contact Details

Email clayfarmcentre@cambridge.gov.uk or telephone 01223 457232

Hire Charges 2023-24 (Per Hour)

	Private Party/Event Rates (up to 50 persons)		Private Party/Event Rates (51 persons +)	
	P1 - Mon - Thurs 9am-9pm Fridays 9am-5pm Saturdays 9am - 1pm	P2 - Fridays from 5pm, Saturdays from 1pm All day on Sundays	P3 - Fridays from 5pm, Saturdays from 1pm All day on Sundays	
Eva Hartree Hall (All)	£28.40	£43.42	£68.42	*inclusive use of Tillie Cuthbert Room & Garden
Tillie Cuthbert Room & Garden	£24.10	£40.40		
Baker Studio	£24.10	£40.40		

All prices are inclusive of VAT and Hirer's Liability Insurance.

Participant numbers MUST be stipulated on the booking form when making a booking request. The Centre reserves the right to recover additional costs should numbers exceed the lower banding rate.