



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: £7.20

Flipchart stand with integral whiteboard:

FREE

Flipchart Pad:

Cost per pad £7.20

Out of Hours & Sunday Bookings

Out of hours bookings on Friday evenings, Saturday afternoons/evenings 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.*

VAT

All prices are inclusive of VAT. VAT is charged at standard rate

Payment

One off private bookings, for example birthday parties, are payable 2 weeks in advance, in the Centre, by cash or card or payments can be made over the phone. Bookings by organisations will be invoiced by default, 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 Centre is vacated of the hiring party.

Contact Details

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

Hire Charges 2024-25 (Per Hour)

	P1	P2 (under 50 people)	P3 (under 50 people)	P4 over 50 people
	Mon - Thurs 9am-9pm Fridays 9am-6pm Saturdays 9am-1pm	Saturdays 1pm-6pm Sundays 9am-6pm	Fridays 6pm-11:30pm Saturdays 6pm-11:30pm Sundays 6pm-11:30pm	Friday 6pm-11:30pm Saturdays 1pm-11:30pm Sundays 9am-11:30pm
Eva Hartree Hall (All)	£29.77	£44	£69	£69
Tillie Cuthbert Room & Garden	£24.89	£40.90	*Free use when booking Hall on P3/P4 rate	
Baker Studio (max 50 people)	£24.89	£40.90	£40.90	

All prices are inclusive of VAT, Hirer's Liability Insurance and out of hours staffing costs for rates P2, P3 and P4.

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.