

Multi-function Space / 'Friendship Tearoom'

The City of Norwich Aviation Museum offers for hire its newly refurbished 'Friendship Tearoom' / Multi-Function space. The space is available all year round and offers a projector and screen, air conditioning and seating for up to forty people.

Please note that light refreshments can be offered and are charged in addition to the prices below. An up-to-date menu can be obtained from the office.

If you are a group looking for somewhere to regularly meet, please contact the office below to confirm financial arrangements, including any incentives we are able to offer, at the time.

Please contact the office via groupvisits@cnam.org.uk or 01603 893 080 in advance with any questions.

2024 Multi-Function Space Cost (All Year)	
Per Session (Museum Closed)	£30
Per Session (Museum Open)	£70
Additional Hour;	£15
Additional Hour (after 9pm):	£20

1: Museum Open Definition: During normal opening hours, tea room will be closed to visitors for duration.

2: Museum Closed Definition: Museum not open to public.

*A session is defined as 3 hours.

Summer 2024 Museum Admission Price*	
Group Size 1 – 15	£4 per person
Group Size 16 – 30	£3.50 per person
Group Size 31 – 40	£3 per person

*The museum is open to the public 6 days a week during its normal summer opening hours (April – October).

*This price includes admission to the full museum; indoor and outdoor exhibits.

*Additional charges apply for cockpit entry.

Winter 2024 Museum Admission Price*	
Group Size 1 – 15	£4 per person
Group Size 16 – 30	£3 per person
Group Size 31 – 40	£2 per person

*The museum is open to the public 3 days a week during its normal winter opening hours (November – March).

*This price includes admission to the museum indoor areas only, inclusive of all sheds and cockpit tent.

*Additional charges apply for cockpit entry.

Booking Form

Please submit this form to the CNAM Office at least 14 days in advance of your proposed date so arrangements can be made to accommodate your request.

40% payment must be in advance with the remainder due on the date of hire.

Payments can be made using Cash or Card by visiting the museum in advance or via Cheque payable to 'The City of Norwich Aviation Museum, Old Norwich Road, Horsham St Faith, NR10 3JF'.

Name	
Address	
Contact Number	
E-Mail Address	
Date Required	
Time required	
Number of People	
Projector and Screen required?	
Reason for hire	

Please note that your booking is not confirmed until validated by our office staff.

By submitting this form, you agree to have read and understood the terms and conditions below.

----- Office Use Only -----

Confirmed?	Yes / No	Has the above booking been confirmed?
Total Amount	£	What is the total amount for hire & persons?
Museum Open?	Yes / No	During normal museum opening hours?
40% Deposit	Yes / No	Has the deposit been received? (Provide Receipt)
Comments		

Terms & Conditions

- **Payment:** A 40% Non-Refundable deposit is required with booking with the remaining balance payable no later than the day of hire.
- **Location:** The room is located within our main museum building and offers views across our site. Entry is via the normal museum entrance.
- **Toilet Facilities:** Accessible toilets (including baby changing facilities) are available.
- **Car Parking:** Spaces for up to 40 cars is available however this is offered on a first-come first-serve basis and dependant on the number of visitors to the museum during normal opening hours.
- **Tables and Chairs:** The room can be setup to how you require. Tables and Chairs can be moved around to suit various arrangements however they must be placed back in their original place after use.
- **Cutlery & Crockery:** We do not provide cutlery or crockery.
- **Decorations:** These are permitted however please discuss placement with the member of staff present before erecting. Upon exiting, please ensure the room is left clean, tidy and free from decorations.
- **Food:** The museum sells light refreshments, freshly brewed or filter coffees and soft drinks. These include pre-packed biscuits, sandwiches and cakes. All of these refreshments are chargeable and a menu can be provided in advance. **Should you wish to bring your own food, please contact the museum in advance to make arrangements.**
- **Fireworks & Lanterns:** Due to the museum's close proximity to Norwich International Airport, the lighting and release of lanterns and fireworks anywhere on its grounds is strictly forbidden.
- **Alcohol:** No alcohol may be consumed on the museum premises.
- **Damages:** Please note that any damages must be paid for in full on the evening. These are subject to a further £25 administration charge.

Failure to comply with these Terms and Conditions may result in immediate hire termination with no refund given.

Any acts of vandalism, theft or verbal / physical abuse may result in legal action and authorities being notified.

The Hirer is responsible for ensuring the whole party complies with these terms.