



## An Inspirational Venue for Conference and Corporate Hire

With its city centre location and proximity to transport links by road, rail and air, the Worcester Porcelain Museum offers private dedicated meeting rooms in unique and sumptuous surroundings along with a professional and personalised service, representing a quintessential example of all that is best within the county.



# Worcester Porcelain Museum Conference Facility & Prices

**Hire Rates for Main Exhibition Hall (please note all charges are Ex VAT)**

– Full Day £100

– Half Day £75

– Evening £150

*Additional Break Out Rooms / Gallery Occupancy Details are available on Request*

Room	Floor	Floor Space (sq metre)	Length (metre)	Width (metre)	Height (metre)	WiFi Enabled	Air Conditioning
Exhibition Hall	Ground	72.24	10.67	7.24	6	Yes	Yes

Room Capacity	Theatre	Boardroom	U Shape	Horseshoe	Reception	Banqueting	Classroom
Exhibition Hall	60	25	16	40	100	80	18

# Worcester Porcelain Museum Conference / Hire Catering

The museum is pleased to work with Conference Organisers to deliver any special requirements they may have.

We also offer a standard Delegate rate of £32.00 per person per day to include the following example menu:

To discuss your requirements please contact:  
Amanda Savidge, Museum Manager  
Severn Street, Worcester, WR1 2NE  
Telephone: 01905 746073  
amanda@worcesterporcelainmuseum.org

*Morning and Afternoon tea, coffee and biscuits. Mineral water during meetings and the following finger buffet lunch (content may vary seasonally or due to supply)*

## *Finger Buffet Cold*

- \* Cocktail Sausage Rolls \*
- \* Stilton and Celery Quiche \*
- \* Cajun Chicken Fillets with pineapple \*
- \* Scotch Egg Quarters \*

## *Mini Puff Pastry Cases filled with*

- \* Salmon, Prawns and  
Lemon Mayonnaise \*
- \* Cream Cheese and Chives \*
- \* Chicken and Ham \*

## *Open Cocktail Bridge Rolls topped with*

- \* Egg and Cress \*
- \* Tuna, Sweet corn and Mayonnaise,  
Creamy Garlic Mushroom Pate \*

## *Assorted Sandwiches (Brown and White Bread) filled with*

- \* Topside of Beef with  
Horseradish Cream \*
- \* Home Baked Ham and Salad \*
- \* Cottage Cheese and Pineapple \*
- \* Bacon and Egg \*

## *Assorted Fancy Cakes!*

## **Worcester Porcelain Museum**

### **Equipment Included in Hire Charge**

- Digital Projector
- Over Head Projector
- Screen
- Flip Chart
- Slide Projector
- Internet Access
- Lectern

### **Available at an Additional Cost**

- Photocopying
- Fax machine

# Worcester Porcelain Museum Conference Booking / Enquiry Procedure

To place your booking, or make  
further enquires please contact:

**Amanda Savidge**  
Museum Manager

**Worcester Porcelain Museum**  
Severn Street  
Worcester WR1 2NE

amanda@worcesterporcelainmuseum.org  
Telephone: 01905 746073  
Fax: 01905 617807

Please ensure you have the following details to hand in order  
to help us deal with your enquiry speedily and efficiently.

**Name of Organiser:**

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**Telephone Number:**

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**Company Name:**

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**Date of Event:**

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**Number of Delegates:**

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**Special Needs:**

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**Catering Requirements:**

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**Type of Event:**

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**Duration of Event:**

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## Terms and Conditions:

### Confirmation of booking

A booking will only be considered as confirmed upon payment of the appropriate non-refundable deposit or on receipt of a written confirmation from a client with approved credit facilities.

### Payment Terms

For functions or conferences where a credit facility is not approved in advance, the following non refundable deposit is required:

- 10% of the confirmed value payable at the time of confirmation
- The balance being payable by cheque on the day of the event.

### Cancellation Fees

- 50% of the confirmed value if cancellation is made 14 days or less before the date of the event
- 100% of the confirmed value if cancellation is made 7 days or less before the date of the event.



WORCESTER  
PORCELAIN  
Museum