

Conference Brochure



Avoncroft 

Avoncroft Museum, providing a unique, historic venue for your conference



About Avoncroft

Avoncroft Museum is a unique home for historic buildings which have been rescued from demolition and rebuilt in a beautiful corner of Worcestershire's rural countryside.

Many of the buildings house historical treasures and give an insight into how we once lived, worked and played.

Set in a picturesque location, Avoncroft allows you to also enjoy the beautiful gardens, duck pond and orchard on your visit.

Our historical re-enactors often frequent the grounds and buildings offering additional insight into the magical place and buildings, making Avoncroft a very special place for everyone to enjoy.



Function Rooms

The Guesten Hall including the Weaver Gallery

The Guesten Hall is the largest of our conference rooms and has a Grade II* listed roof. Above the Guesten Hall is the Weaver Gallery, an ideal breakout space which can hold up to 35 people in a theatre style. It is reached by a staircase from the main Guesten Hall. The main part of the Guesten Hall is fully accessible. There is no wheelchair access to the Weaver Gallery.

Guesten Hall Layout Capacity	
Theatre	150
Cabaret	100
Boardroom	90

The Long Room

The Long Room an attractive room on the upper level of the half-timbered 16th Century String of Horses building, a former Inn rescued from Shrewsbury and re-erected at Avoncroft between 1973 and 1976.

Long Room Layout Capacity	
Theatre	40
Cabaret	32
Boardroom	20



Excellent Transport Links

Avoncroft Museum is located in the north of Worcestershire. It is easily accessed via the A38, the M5 and M42 motorway network. Birmingham and Worcester City Centres are approximately 12 miles away. Birmingham Airport, Birmingham Business Centre and the National Exhibition Centre are a 20 minute drive away. Bromsgrove has a small railway station, located 1.5 miles from Avoncroft.

Excellent Catering

Avoncroft Museum's Edwardian Tea Room provide the catering for all conferences. All food is freshly prepared and sourced locally where possible.

Free Parking

There is ample free car parking space in the main Museum car park.



Charges

Delegate Rate

Delegate Package (per person)	Cost ex VAT	Includes
Full Day Delegate	Guesten Hall £24.50 Long Room £21.50	Refreshments: Tea/coffee on arrival, Mid morning beverage, Miller's Menu Lunch, Afternoon beverage. Jugs of water. Equipment: Digital projector; flipchart, pen, paper and name card.
Half Day Delegate	Guesten Hall £19.50 Long Room £17.50	Refreshments: Tea/coffee on arrival, Mid morning beverage, Miller's Menu Lunch. Jugs of water. Equipment: Digital projector; flipchart, pen, paper and name card.
Basic Delegate	Guesten Hall £9.70 Long Room £8.50	Refreshments: Tea/coffee on arrival Equipment: Digital projector; flipchart, pen, paper.



Corporate Entertainment and Team Building

Avoncroft Museum has formed a partnership with Marksman Leisure to bring clients high quality team building activities and corporate entertainment.

Delegates can take part in:

- Laser-Tag
- Laser Clay Shooting
- Treasure Hunts
- Archery
- Physical and Cerebral games
- Plus much more

Activities are available for both indoors and outdoors and each package is tailor made to meet your specific objectives. All activities are fun and safe plus there is no paint, no pain and no mess.

Prices start from £20 per delegate.*

For further information or a quotation please contact Mark on 01527 575141 or mark@marksmanleisure.co.uk.

*Based on a minimum of 20 delegates



Conference Menus

The Miller's Menu is the conference standard. If you would like to upgrade or add extras the options are below.

Prices are per delegate and exclude VAT.

Miller's Menu

Sandwich selection, for example:

Egg mayonnaise; cream cheese, celery and chive; mature cheddar and pickle; tuna mayonnaise; smoked salmon, cream cheese and dill; ham and course-grain mustard; pate and cucumber.

Salad

Sausage & vegetarian rolls

Quiche



Toll Keeper's Menu

Selection of sandwiches as Miller's menu

Salad & crudites with hummous

Fresh fruit bowl

Cheese straws

Sausage and vegetarian rolls

Quiche

£2.00 per delegate



Showman's Menu

Selection of sandwiches as Miller's menu

Salad and crudites with hummous

Selection of mini bites and pastries

Quiche

Selection of smoked salmon canapes

Chicken skewers

Sausage and vegetarian rolls

£4.00 per delegate



Extras

Tea and coffee	£1.50
Orange juice	£1.50
Apple juice	£1.50
Still mineral water	£3.50 per 750ml bottle
Sparkling mineral water	£3.50 per 750ml bottle



Danish pastries	£2.00
Cake selection	£2.00
Fresh fruit bowl	£1.00

If there are any special dietary requirements please call and we will endeavour to meet your needs.



Terms and Conditions

All bookings made by the client are subject to Terms and Conditions.

Client: means any person booking the services of Avoncroft Museum

Museum: means Avoncroft Museum

Booking

Once a provisional booking has been made it will be held for two weeks. A booking is deemed to be provisional until the signed copy of the agreement is received, together with the required 25% deposit.

Final delegate numbers are to be sent to the museum 2 weeks prior to the conference date. If there is a failure to produce final numbers the museum will assume the provisional numbers are the final numbers and charge accordingly.

Prices and Payment

Cheques are made payable to 'Avoncroft Enterprises'.

Fees are determined on the basis of an agreement between Avoncroft Museum and the Client to use the rooms for a set time. We reserve the right to make an additional charge in the event of any variation to this time.

No wines, spirits or food may be brought into the Museum, unless prior written consent of the Museum has been obtained.

All prices are quoted excluding VAT.

VAT will be charged at the current applicable rate.

All accounts are to be settled in full by the date of the conference.

Clients wishing to use their own electrical equipment must supply an up to date electrical test certificate. Failure to do so may result in permission being refused.

The Museum does not accept any liability for any failure to provide or delay in providing the services contracted.

Any damage, wilful or otherwise, to the Museum, furnishings, fixtures or fittings will be the responsibility of the Client, and must be paid for on request of the Museum.

The Museum has a No Smoking Policy.

The Museum will not accept any responsibility for any loss or damage to personal belongings during the use of the room.

Cancellation by the Client

If you cancel your function please confirm in writing.

- Cancellation with more than 60 days to the event – 50% deposit refunded and no balance to be paid.
- Cancellation between 60 and 31 days prior to the event – no deposit refund and 50% of balance of invoice to be paid.
- Cancellation under 30 days prior to the event – no refund of the deposit and full balance of the invoice to be paid.

Cancellation by the Museum

The Museum may cancel the event at any time based on the following:

- 1) If in our reasonable opinion the booking might in any way prejudice the reputation of the Museum or otherwise cause damage to the Museum.
- 2) If the Museum becomes aware of any alteration in Client's current financial status.



AVONCROFT

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Avoncroft
Museum

