

The Tickenhill Room

Looking for somewhere to hold your next meeting, training, workshop or talk? The Tickenhill Room at the County Museum inside Hartlebury Castle is now available to hire.



The Tickenhill Room is inside the Reception building so is easy to find and is right next to our free car parks. There is a private suite of toilets adjacent and the Café is also just next door. The room can be set up with tables and chairs in a configuration of your choice and is equipped with Wi-Fi. There is a wall mounted screen and a large-format digital overhead projector which can be connected to your laptop via VGA, USB or HDMI. There is also a 4 speaker Hi-Fi sound system which connects either by 3.5mm jack or Bluetooth wireless. Flip charts and markers can be hired for a small fee or you are welcome to bring your own.

We would recommend a comfortable number in the room would be 14 people around one large table, 24 people on tables of 6 or 8, and 30 people 'lecture-style' with no tables.

The Tickenhill Room is available to hire for half or full days within the following times:

- Monday to Friday – 9am-5pm
- Saturdays and Sundays – 10am-5pm

Access outside of these times may be possible by arrangement.

Room Hire costs:

- £60 half day
- £100 full day
- Or £30 per hour
- Outside of usual operating times room access incurs a fee per hour (or part thereof) of an additional £15 (weekdays) or £20 (weekends).

A flip chart stand with paper and markers can be included for an additional £10.

A 20% discount on Room Hire is applied for bookings made by Worcestershire County Council, Worcester City Council or any registered charity.

You may also wish to take the opportunity to walk around the grounds of Hartlebury Castle during your day. For visitors using the Tickenhill Room we offer our 'Grounds Only' tickets at half price on the day of your booking – just £1.50 per person.



Catering:

Catering is available through the onsite Café. Lunch can be served inside the Tickenhill Room or in the Café if you would prefer a change of scene.

- Tea & Coffee - £1.50 per head
- Tea & Coffee with biscuits – £2.25 per head
- Tea & Coffee with cake (flapjack, brownie or lemon drizzle) – £3.75 per head
- Sandwiches – individually plated with salad garnish – choice of Cheddar & Tomato, Tuna & Cucumber, Ham Salad - £4 per head
- Platters of sandwiches with bowls of crisps and salad served buffet style - £4.50 per head
- Afternoon Tea – a selection of cakes, scones and sandwiches with tea or coffee - £8.95 per head

Hot food options such as paninis, jacket potatoes, soup, etc. are also available, but these must be arranged separately with the Café on 01299 251901.

Bookings:

Please contact Felicity Knox to enquire about availability of the Tickenhill Room, to make a booking, or to arrange a viewing:

Tel: 01299 250416

Email: fknox@worcestershire.gov.uk

Cancellation Policy:

All cancellations must be advised in writing. Cancellations within 10 days of the beginning of the hire period will be charged at the full rate.