



UNIVERSITY OF
CAMBRIDGE



Sedgwick Museum
of Earth Sciences

The Sedgwick Museum – Venue Hire Information

The Sedgwick museum is available to hire for corporate as well as private and special occasion events. The museum showcases some of the internationally important collection of over 1.5 million fossils, rocks and minerals and can offer a unique environment in which to hold an event or reception.

The museum can hold up to 270 people at one time. Catering and drinks can be served within the museum with some restrictions (please see below). Museum staff will be on hand as a security presence, to provide information about the collections and to ensure your event runs smoothly and is enjoyed by all.

Facilities and Access

The Sedgwick museum is located at: Downing Street, Cambridge, CB2 3EQ. Access is via steps or a small lift which may not be accessible to all types of wheelchair. There is a toilet for all clients inside the museum as well as baby changing facilities and an accessible toilet within the department downstairs which can be used.

Trestle tables are available for use. These must be requested in advance.

Further facilities such as a lecture theatre with overhead projectors and screens are available but must be booked separately through the Department of Earth Sciences. Please contact the Departmental Administrator for details - Email: ab78@cam.ac.uk.

Parking - we regret that there is no on-site parking for visitors but public parking is available at the nearby Lion Yard car park. Disabled parking spaces can be booked on site in advance where necessary, these are limited and cannot be guaranteed therefore please inform the museum as far in advance as possible if you will require one.

Availability

Events must be held out-with normal public opening hours (Monday – Friday 10am-1pm, 2pm-5pm, Saturday 10am-4pm). The museum is closed on some bank holidays; these are Good Friday, Christmas day, Boxing day and New Year's day.

Catering

All catering must be booked by the client.

The University catering service can be used to cater for your event. Information can be found here: <http://www.unicen.cam.ac.uk/about/catering-services/outside-catering/> for booking forms. Further information is available here: <http://www.unicen.cam.ac.uk/assets/files/pdf/menus/university-centre-outside-catering-menus.pdf> for menus.

Lunch Wrapped Up (www.lunchwrappedup.com) are also good and are used to working in the museum. Telephone 01223 26 90 36 for further info.

You are welcome to bring in your own catering using a different company but all bookings must be approved by the museum at least ten days prior to the event due to restrictions (see below). Caterers are also required to visit the museum in advance of the event for a health and safety briefings and to organise the set up.

Restrictions

Food and drink – No red or rose wine or strong coloured soft drinks to be consumed in the galleries and no food stuffs likely to stain or spill should be served (e.g. tomato salsa, gravy, blackcurrant sauces etc).

Safety - No candles or other flames can be used.

Charges

The cost of hiring the galleries is £250 for the first hour, and £150 per hour thereafter plus VAT. This includes venue hire and staff costs but if the event exceeds 200 people there will be an added cost of £25 per hour plus VAT to cover another member of museum staff. Please note this does not include catering.

Public liability insurance must be taken out by each booking party and a copy of the insurance sent to the museum prior to the event.

If an event is to involve music then a suitable licence must be purchased by the museum. Potential clients must therefore indicate if this is required as far in advance as possible to allow the licence to be obtained. The cost of this will be added as an extra to the invoice.

Bookings and Enquiries

Please contact the Museum Administrator for further information, queries, or to make a booking:

Telephone: 01223 333446

Email: sedgwickmuseum@esc.cam.ac.uk