



Audio Visual Equipment

A wide range of state-of-the-art Audio Visual equipment is available to hire and technical support for events can be arranged in advance.

- 1x NEC projector
- 1x Electric video screen 1700x1200
- 1x BlueraY DVD/CD player
- 1x 40" LED television
- Amplifier
- Stereo speaker system
- Wall feeds for audio/visual including laptops, etc.



We have an NEC overhead projector, with a large dropdown projection screen which

can be used for presentations and films, with internet access via wi-fi.

There is an excellent PA system with wall mounted audio connections for ease of use and an audio induction loop.

- Fully accessible
- Free wi-fi
- Projector & screen
- Built-in sound system
- TV with DVD

We are able to supply an extensive range of additional equipment and technology, please let us have your requirements.



Some of the things people have to say about us...

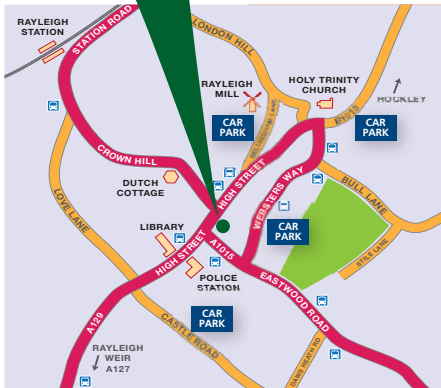
“Ideal venue for our VIP reception and exhibition. Thanks go to the team for helping us plan the event and run the display for 5 days.”

Rayleigh Mill Rotary Club

“For something a little bit different with good facilities and interesting things to look at, we would definitely recommend the Museum.”

Sarah Goodwin - BEST Growth Hub

Rayleigh Town Museum



Private Venue Hire
 Contact us for full details and to book:
 Rayleigh Town Museum
 1st Floor (above Pizza Express),
 91 High Street, Rayleigh, SS6 7EJ.
 Tel: 01268 773535 01268 785657
 Email: venuehire@rayleightownmuseum.co.uk
[f rayleightownmuseum](https://www.facebook.com/rayleightownmuseum) [@rayleighmuseum](https://twitter.com/rayleighmuseum)
www.rayleighhire.co.uk

FREE WI FI
for all attendees

MEETING ROOM, CONFERENCE AND EVENT SPACE HIRE



Hold inspirational meetings among the exhibits, in the oldest secular building in Rayleigh.

If you are looking for a unique building for your next meeting or conference, take a look at Rayleigh Town Museum. Located in the centre of Rayleigh within a listed building full of character and charm, with excellent presentation facilities, is an exciting new conference and meetings venue.



Private hire for your event.

Rayleigh Town Museum



Rayleigh, its people, places and heritage



Design: Azzuro Marketing www.azzuromarketing.co.uk

The boutique conference and meeting venue in the centre of Rayleigh.

Ideally located in Rayleigh High Street, with plenty of public transport and parking nearby, our event and function facility is available daytime and evenings for corporate meetings and conferences.

The Museum offers a wealth of character and charm, creating the perfect backdrop for any company event. Immerse your guests in the history of Rayleigh and its surroundings, with an event held right amongst the exhibits.

Inspirational events need inspirational spaces and our 14th century interior offers just that -

whether it's for a boardroom meeting, seminar/conference, presentation, product launch, or a reception for your clients.

The advantage of Rayleigh Town Museum for your next event is that you have a unique building in the heart of town, perfect for boutique events with a maximum of 40 guests. Where else will you find a venue like that?

If you have any questions about our rooms or would like to arrange a viewing please get in touch by calling 01268 773535 or emailing venuehire@rayleightownmuseum.co.uk.

The Regal Room



**HOURLY
£25**

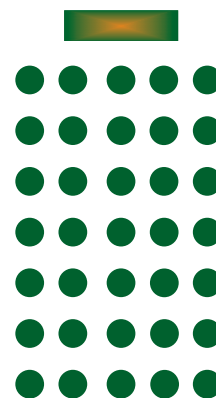
The main presentation room has seating for a maximum of 35, or 40 if you have a reception event without seating. Our comfortable presentation space comes fully equipped with full audio visual equipment, including free wireless internet.

Broadway & Commerce House Rooms (breakout areas)

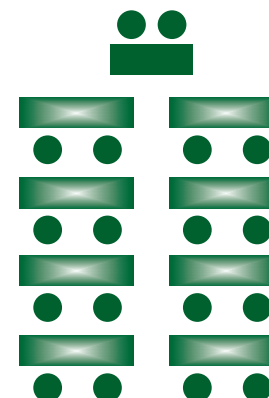


We have two breakout areas, where your guests can mingle/network while they enjoy tea, coffee, or a full buffet during your event. We can also arrange for a guide to be on hand to give them a private viewing of the exhibits if you require. We also offer a range of catering options. And because all revenue from room hire supports our museum, you'll not only get a great venue for your event - you'll be helping the community too.

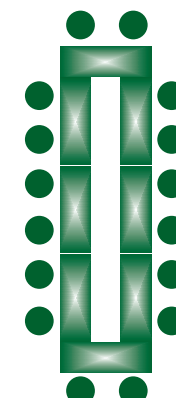
Suggested Room Formats



Theatre style



Classroom style



Boardroom style

**Hourly
£25**

**Half day (4hrs)
£75**

**Full Day (8hrs)
£125**

Rates apply between 7am and 10pm. Other times by agreement.
FREE - unlimited tea and coffee
Projector hire £25



Private venue hire

During your event, you have full private hire of the museum for you and your guests, without interruption. On top of the venue hire, we offer a bespoke event management service whereby you can pick and choose from our additional options including; catering and a drinks service.



Equipment hire

We have all the multimedia equipment you require available to support your presentation, plus there's free Wi-Fi for your guests to keep up-to-date with the outside world.

Should you require the services of further audio-visual equipment, beyond the ones that we offer with the hire of the room, then bespoke packages are available.



Refreshments and catering

We can arrange various refreshment and catering options to suit your event including hot drinks, snacks and buffets. Please contact us to discuss your requirements.



Our location

Rayleigh Town Museum is located at the heart of Rayleigh, just a short walk from Rayleigh station (Liverpool Street line) and within a couple minutes of the main bus routes. If you're coming by car, there are various council-run car parks in Rayleigh, including one just around the corner in Websters Way.



We have full disabled access and toilet facilities.



Telephone: 01268 773535

Email: venuehire@rayleightownmuseum.co.uk