



THE MUSEUM  
OF ENGLISH  
RURAL LIFE



University of  
Reading

# VENUE HIRE



# Venue hire in some organisations can be complicated, but here at the MERL we have simplified your conference needs.

We offer two forms of booking: our package offer that includes lunch and refreshments, and our simple room hire.

We have two rooms which can be hired for meetings, corporate events or University teaching, from Monday to Friday. Weekend hire is currently unavailable.

## The Westminster Conference Room

The Conference Room is our largest room.

- up to 50 people theatre style
- up to 20 people boardroom style
- cabaret styles available



## Seminar Room

The Seminar Room is our second largest room.

- up to 20 people theatre style
- up to 12 people boardroom style
- no cabaret styles available



## Materials for both rooms

- Digital ceiling-mounted projectors and screens with desktop PC
- Flip charts and writing materials on request
- Desktop PC access and Wi-Fi connection available if specified in the booking form

If you would like a guided tour or talk by someone from the Museum, please refer to our page about guided tours and group visits:

<https://merl.reading.ac.uk/visit-us/group-visits/>

# Packages and Prices

Venue hire is based on a minimum of ten people per booking.

All prices are correct as of the date in the document header and include VAT.

Confirmed bookings may only be cancelled in writing and are subject to a charge dependent on the day of cancellation.

## Day Delegate packages

### **1/2 Day Package**

- £18.50 per person (minimum overall charge £185)
- includes one serving each of tea and coffee and lunch. The lunch consists of sandwiches, fruit, granola bars and crisps.

### **Full Day Package**

- £27 per person (minimum overall charge £270)
- includes two servings of coffee and tea, and lunch. The lunch consists of sandwiches, fruit, granola bars and crisps.

## Room Hire only

Coffee and Tea are available for an extra charge of £1.25 per person.

### **1/2 Day**

- £12 per person (minimum charge £120)

### **Full Day**

- £17.5 per person (minimum charge £175)

## Dietary Requirements and other options

Please inform us if anyone in your group has any special needs or dietary requirements.

Our catering department can also supply breakfast menus and other types of lunch menus, but these will be an additional charge. Please ask us about the types of menus that we offer.

# Contact us

Please do not hesitate to get in touch about further information on our venue hire. We are here during office hours, Monday to Friday and aim to reply to your enquiry within 48 hours.

Telephone: 0118 378 8660  
0118 387 8306

Email: [m.p.binks@reading.ac.uk](mailto:m.p.binks@reading.ac.uk)  
[merl@reading.ac.uk](mailto:merl@reading.ac.uk)

Address: The Museum of English Rural Life  
University of Reading  
Redlands Road  
Reading  
Berkshire  
RG1 5EX

## How to find us

### By car

The MERL does have a car park but we advise you to consider other options, as it can become very busy with visitors during the day.

Find us at the address above, or copy/click on this Google Maps link:

<http://goo.gl/maps/uw6NB>

### By train

The closest station is Reading. The Museum is a 15–20 minute walk, and taxis are also available directly outside the station.

### By bus

Leopard 3 or Scarlet 9 from stop AS at the station.

Claret 21 or 21A from stop EJ.

Please see our website for more specific directions:

<https://merl.reading.ac.uk/visit-us/getting-here/>

### By bicycle

We have secure racking which you can secure your bicycles to.