

# Event Hire

## NWT Cley Marshes Visitor Centre

NWT Cley Marshes, Coast Road, Cley-next-the-sea, Norfolk, NR25 7SA  
Tel: 01263 740008



### Thank you for choosing NWT Cley Marshes Visitor Centre for your event and helping to raise funds for the Norfolk Wildlife Trust.

This letter covers the general hire options, associated costs and facilities available to you. The centre is open from 10am to 5pm from March to October and 10am to 4pm the rest of the year. It is closed on Christmas Eve and Christmas Day. This document should be read in conjunction with the Terms and Conditions of Hire document (attached)

## Background

NWT Cley Marshes is Norfolk Wildlife Trust's oldest and best known nature reserve. It was purchased by Dr Sydney Long, the founder of Norfolk Wildlife Trust, in 1926. This made NWT Cley Marshes the first Wildlife Trust nature reserve in the country and started a national movement of 47 wildlife trusts with 2200 nature reserves.

Our award winning visitor centre at Cley Marshes provides an opportunity to learn about the wildlife of the North Norfolk coast whilst enjoying one of the best coastal views in Norfolk. The café serves excellent coffee, cakes, snacks and lunches and has an outdoor seating area on the terrace with breathtaking views. There is an exhibition area in the old visitor centre and the Simon Aspinall Wildlife Education Centre, where we run activities, workshops, performances for all and sessions with school groups. The visitor centre is fully accessible for visitors of all abilities.



## Example Events

- Birthday/anniversary/Christmas parties (we also deliver a bespoke birthday party package – please ask for details)
- Celebration/Awards events
- Meetings
- Seminars/Conferences
- Memorials
- Workshops and training events

# Simon Aspinall Wildlife Education Centre

Multi-purpose education and event space available for hire for talks, workshops and group events.

Available for hire within and outside of centre opening hours. Available for hire as a whole space or as one of the two subdivided spaces.

Projection and film facilities available on the interactive whiteboard screen and the TV wall

Seating available for up to 70 as standard (more can be available at additional cost)

Temporary exhibition boards are available for display use by prior arrangement

Catering and bar facilities can be provided including breakfast (continental/cooked), tea/coffee/cake, afternoon tea, drinks/nibbles and lunch/dinner buffet.



## Main Visitor Centre

Café and retail space available in its normal format or as an open event space with spectacular panoramic views of the Cley Marshes Nature Reserve.

Available for hire outside of opening hours (including set up time)

Morning and breakfast hire available

Catering and bar facilities can be provided

Seating available for up to 100 as standard (more can be available at additional cost)

## Additional Facilities/Options available

Exclusive use of the Terrace is available and included as part of the hire of the Aspinall Centre or Visitor Centre outside of normal opening hours – it makes a dramatic spot for a drinks reception.

Projection or film facilities available in the Aspinall Centre only

The following available at additional cost – ask for details:

- Hire of a PA system and sound engineer
- Additional furniture hire
- A talk about the reserve or work of the Norfolk Wildlife Trust
- A guided walk of the reserve



## Testimonials

I just wanted to say thank you to you and your team for the fantastic food that you provided for us on Thursday evening. I've had so many positive comments about the event and we couldn't have asked for a better venue! I really appreciate you being so accommodating with my last minute requests – we will definitely be returning to Cley in the future.

*Emma Denny – Democratic Services Manager – North Norfolk District Council*

We were very well looked after during the day that we spent giving presentations and meeting our clients in the Visitor Centre at Cley Marshes. The technical set up worked without a hitch, and the staff were very friendly and attentive. They were always on hand to answer any questions, and if we ever needed a tea or coffee top up they came straight over to help. We also had stunning spring sunshine all day, so the birding was wonderful ... an added bonus!

*Kerrie Porteous – Operations Manager – Naturetrek*

The visitor centre at Cley is truly an excellent venue for an event, it is in a phenomenal setting, has great facilities and the NWT staff are extremely helpful and adaptable. The food is also fantastic!

*Helen Timson – Norfolk Coast Projects Officer – Norfolk Coast Partnership*

## Hire costs

	Commercial Rate	Community/Charity Rate
Aspinall Centre full hire	£30/hour £40/hour	£20/hour £30/hour
Aspinall Centre workshop space	£15/hour £20/hour	£10/hour £15/hour
Visitor Centre Hire	£70/hour £90/hour	£50/hour £60/hour
+ Tea/coffee/biscuits	£2/head £2.50/head	£1.50/head £2/head
+ Tea/coffee/cake	£4/head	£3/head
+ Hot or cold buffet (price varies on menu choice)	From £7/head	From £7/head

### Notes:

- All prices include VAT.
- The Aspinall Centre is available for daytime hire (when not in use for NWT's education and events programme) and evening hire. The main centre is only available for evening use.
- For day bookings over 4 hours there is a discount of 10% on the room hire fee.
- Registered charities will be charged the Community rate.
- The minimum hire period is two hours.
- See overleaf for sample menus.



# Sample menus

## **MENU 1:**

### *Served cold*

Mini sausage rolls

Assorted mini quiches

Cheese straws

Honey glazed sausages

Crudités and hummus dip

Assorted filled open rolls, egg mayonnaise and cress, coronation chicken, tuna mayonnaise and ham and chutney

Crisps and savoury snacks

## **MENU 2:**

### *Served hot or cold*

Mini sausage rolls

Assorted smoked salmon and prawn blinis

Goats cheese and caramelised onion tarts

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Honey glazed sausages

Crudités and hummus dip

Assorted filled open rolls, coronation chicken, egg mayonnaise, tuna and sweetcorn and ham and chutney, crab (when in season)

Crisps and savoury snacks

## **MENU 3:**

### *Served hot*

Chicken drumsticks with herby seasoning

Homemade Sausage rolls

Vegetable samosas

Vegetarian quiches

Local pork sausages with a mustard dip

Chicken satays

Bacon and cheese wraps

Goats cheese and caramelised onion tarts

Served with coleslaw, pasta salad and mixed salad

New potatoes with butter and/or potato wedges

Crusty bread and butter

Assorted mini sweets or puddings are available at £1.20 per head