

## Venue Hire 2017



27 Priory Road, Edgbaston, Birmingham B5 7UG

0121 440 7430

[www.martineau-gardens.org.uk](http://www.martineau-gardens.org.uk)

## An Introduction to Martineau Gardens

Martineau Gardens is a beautiful Community Garden, two miles from Birmingham city centre. The Gardens are two and half acres of organically managed landscape with winding footpaths that lead you through an array of ever changing scenery that includes a formal garden (with trees and shrubs from around the world), woodland, wildflower meadows, ponds, an orchard, bee hives, a hot house, a bonfire area with earth oven and a 'shipwreck' children's play area.

The Gardens are looked after by a team of volunteers. Our mission is to integrate education, wellbeing and care of the environment by offering opportunities for therapeutic horticulture and educational activities. The Gardens are open to the public, for free, Monday to Saturday 10am until 4pm.

Plants, seasonal produce, preserves, compost and logs are for sale. We are a Registered Charity and a Social Enterprise — any profit we make from our sales and venue hire income is ploughed straight back into the charity. Through your booking fee you are helping to keep this unique place, Martineau Gardens, open for free, for everyone to enjoy.

## About Your Celebration at Martineau Gardens

The Gardens are best suited to a gathering of up to 50 people, with the Visitor Room in the Pavilion holding 15 people seated, comfortably, at any one time.

When you hire the Gardens, this includes:

- The Pavilion with use of the kitchen and the visitor room
- The Gardens with use of the children's play area
- Access to the office including use of the First Aid Box and telephone
- Toilets (with disabled access)
- Car park (up to 20 spaces available)

## Use of the Kitchen and the Visitor Room

Our kitchen is not suitable for food preparation, but you are welcome to serve pre-prepared food using our crockery, cutlery, kettle, urn, fridge, microwave and Baby Belling cooker. When you leave, please leave the kitchen and visitor room as you found them: we provide clean tea towels, washing-up liquid, cleaning materials and equipment for you to clean with.

## The Environment:

Our policy is to make activities at the Gardens as sustainable as possible. This means that we would prefer that you use crockery that has the environment in mind. You can use our crockery and cutlery, or bring your own. If it's disposable, please use something that is sustainable, like paper plates rather than plastic coated plates. Please clean up and take away any rubbish that can't be recycled. Clean paper, clean aluminium cans and clean glass go into the recycling containers in the Volunteer Room, within the Pavilion. We do not permit inflatable play equipment (i.e. 'Bouncy Castles'). Please be considerate of the wildlife and our neighbours — enjoy acoustic music in the Gardens (until 10pm) but please do not amplify music.

## Optional Extras

### Hire of Earth Oven, Bonfire Field, Gazeboes and Marquee

You may hire our **Earth Oven** for cooking during your celebration. The oven needs to be lit at least two hours in advance of the cooking time, because it takes this long to achieve a temperature hot enough to cook on. The fuel (logs) costs £10. We can light the oven in advance for you and look after the fire, which costs £20 (or you can light it in advance yourself, for no fee). If you would like us to cook food for you on the earth oven, or run a cooking workshop for you and your guests—let us know, (at least two weeks in advance) — prices on request.

You may have a **bonfire** (but no fireworks) in our Bonfire Field, if arranged in advance. The fee is £10, to cover the cost of the wood. You are welcome to build and light your own fire, or we can do it for you and tend it (£20). We request that you follow strict fire precaution guidelines and have a person qualified in first aid present.

We have a **marquee** (4m x 8m) for hire. It takes about 1 hour to erect and needs four people. It costs £100 for our team to erect it for you, or if you recruit your own team of four, we will provide a supervisor (and this costs £50).

We have **gazeboes** (approximately 3m x 3m in size). If you would like us to erect the gazebo in advance it costs £20 per gazebo or you can erect it yourself, which costs £10 per gazebo.

### Health and Safety Advice to Ensure Everyone has a Happy Celebration:

This is a beautiful Community Garden where children (and adults!) can enjoy play in a wild, safe environment. That said, it is a wildlife garden, with brambles and nettles, ponds and bee-hives, uneven ground and overhanging branches. You and your guests should be aware of this and the associated hazards. Please don't eat anything growing in the Gardens without checking first. Please keep children fully supervised, ensuring they avoid exploring behind the buildings where there are loose bricks, brambles and other hazards.

The visitor room in the Pavilion seats about 15 people. You can fit more in if people are standing but in the event of an emergency, consider how you would get them out quickly. Fire exits are clearly marked; please keep them clear of obstructions at all times. If you would like to decorate the Pavilion, please use the soft-boards since the walls are made of asbestos and pins damage the protective seal, use blu-tack considerately.

Please do not smoke in any of the buildings. Cigarette butts don't compost, please don't drop them on the ground but use an ash-tray.

The Site Risk Assessment is displayed in the office – please let us know if you would like to see a copy of this in advance.

## Time Slots:

With more customers wanting to book Martineau Gardens for parties, we are doing our best to accommodate demand. We have revised the time slots available to enable two bookings per day. Morning parties need to finish by 1.30pm (or earlier), afternoon parties start at 2pm (or later). Alternatively, you can book the whole day (a six hour period).

## Charges:

### (1) During our usual opening times:

***We are open to the public from Monday to Saturday, 10am until 4pm. If you hire the Gardens during this time, you will be sharing the Gardens (and the car park) with our volunteers and the public. Since our car park only holds 20 cars, and new double yellow lines on Priory Road prohibit on street parking, Saturday bookings 10am -4pm are limited to a maximum of 40 individuals. For larger parties please book after 4pm or on Sunday.***

Option: A (Monday to Saturday 10am until 4pm) a full day covering 6 hours £60

Option: B (Monday to Saturday 10am until 4pm) a half-day covering 3 hours £30

### (2) Outside of our usual opening times:

This is charged by the hour:

Option: C £20 per hour

Option: D £30 per hour - we will do the washing up

## Deposit

We ask for a returnable £100 deposit in advance to set against any damage or cleaning up.

## Cancellation

If you cancel your booking with less than seven days notice, we will charge you £25. In the event of unforeseen and exceptional circumstances occurring, we reserve the right to cancel your booking with 24 hours notice. Your deposit will be returned in full.

## To Make a Booking:

We advise you to visit the Gardens before you book to familiarise yourself with the surroundings of this unique venue. Please detach and complete the following Booking Form and send this with your deposit of £100 to: **Martineau Gardens, 27 Priory Road, Edgbaston, Birmingham B5 7UG.**

In addition, you can pay the full amount for the booking fee in advance or on the day, as a separate cheque.

## How to Find Us:

We are located on Priory Road, Edgbaston opposite the Priory Hospital

## Contact us:

Martineau Gardens, 27 Priory Road, Edgbaston, Birmingham B5 7UG

Tel: 0121 440 7430 e-mail: [info@martineau-gardens.org.uk](mailto:info@martineau-gardens.org.uk) [www.martineau-gardens.org.uk](http://www.martineau-gardens.org.uk)

**PLEASE KEEP THE ABOVE PAGES FOR YOUR REFERENCE**

# MARTINEAU GARDENS VENUE BOOKING FORM

For office use: Deposit : ..... Balance : .....
---

Date of event: \_\_\_\_\_

Morning: start: ..... Finish ..... **OR** Afternoon: start ..... Finish .....

*\* We have revised the time slots available to enable two bookings per day. Morning parties need to finish by 1.30pm (or earlier), afternoon parties start at 2pm (or later). Or you can book the whole day — see p4*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

How many individuals do you expect? \* \_\_\_\_\_ *(please note parking restriction, see p4)*

What kind of event is it, and what kind of activities are planned? \_\_\_\_\_

**Please tick which session you are booking:**

During our usual opening times:

- Option: A (Monday to Saturday 10am until 4pm) a full day covering 6 hours £60
- Option: B (Monday to Saturday 10am until 4pm) a half-day covering 3 hours £30

Outside of our usual opening times:

- Option: C £20 per hour
- Option: D £30 per hour (we will do the washing up)

Optional extras - please circle if you would like book any of the following:

**Please tick to confirm the following:**

<b>Earth Oven</b>	Fuel £10	Fire Stoker £10 per hour (min. £30)	Cook /workshop Price on request
<b>Bonfire</b>	Fuel £10	Fire Maker £10 per hour	
<b>Marquee</b>	We erect £100	You put up Marquee with our supervisor's help £50	
<b>Gazeboes (each)</b>	We erect £20	You erect £10	

I have read and will take responsibility for implementing the advice contained within the Venue Hire Pamphlet. *\* Please note revised guidelines regarding party size / parking, as detailed on p4*

I enclose a deposit of £100. Cheques payable to 'Martineau Gardens.'

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please detach and send this completed form and cheque(s) to:**

**Martineau Gardens, 27 Priory Road, Edgbaston Birmingham B5 7UG**