MARTINEAU GARDENS VENUE BOOKING FORM

Please read venue hire pamphlet 2018 first <http://www.martineau-gardens.org.uk/resources/>

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 1pm (or earlier), afternoon parties start at 1.30pm (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: 10-4pm Monday to Saturday

 Option: A  The Gardens only: half day £30 full day £60

 Option: B The Gardens and the Pavilion: half day £60 full day £120

 Outside of our usual opening times:

 Option: C  The Gardens only £20 per hour

 Option: D  The Gardens and the Pavilion £30 per hour

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

|  |  |  |
| --- | --- | --- |
| **Kitchen** | Reception £10 | Kitchen staffer £10 per hour for duration |
| **Earth Oven** | Fuel £10 | Fire Stoker £10 per hour (min. £30) |
| **Bonfire** | Fuel £10 | Fire Maker £10 per hour |
| **Marquee** | We erect £100 | You put up Marquee with our supervisor’s help £50 |
| **Gazeboes**  **(each)** | We erect £20 | You erect £10 |

**Please tick to confirm the following:**

 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**

Editable version of booking form in word 2018 ref. 7.2.2018

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

Download the Venue Hire Pamphlet 2018 via <http://www.martineau-gardens.org.uk/resources/>