

Venue Hire 2019

Have your celebration in a beautiful environment
and support the work we do at the same time



27 Priory Road, Edgbaston, Birmingham B5 7UG
0121 440 7430

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, free, Monday to Saturday 10am-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 Pavilion holding 30 people seated, comfortably, at any one time. There are two hire options:

1. Hire the Gardens only. This includes:

- 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 some disabled access)
- car park (up to 20 spaces available out of hours, 10 spaces when we are open)

** NB. Garden only hire doesn't include use of the kitchen, if you require hot drinks, ask the site Custodian to make them for you and please make a donation.

2. Hire the Gardens and the Pavilion combined, this includes:

- all the above
- use of the fully equipped kitchen, including crockery & cutlery
- tables and chairs
- comfy seating area
- clean tea towels, washing-up liquid, cleaning materials for you to clear up 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. We prefer that you don't use disposable items. Please be considerate of the wildlife and our neighbours — enjoy acoustic music in the Gardens (until 10pm) but please don't amplify music. We don't permit inflatable play equipment (i.e. 'Bouncy Castles').

Please clean up — clean paper, clean aluminium cans and clean glass go into the recycling containers in Reception. Take away any rubbish that can't be recycled— it costs the charity £2.50 per sac to remove.

Optional Extras *

We can arrange **Children's activity sessions** (1hr) for up to 15 children at a cost of £50 (E.g. Stick Man activities, pirate adventure, dinosaur theme, mini-beast safari).

You may hire our fabulous **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 with. The **fuel (logs) costs £10**. We can light the oven in advance for you, **which costs £30** (or if you know how, you can light it in advance yourself, for no fee).

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 (**£10**) and tend it (**£30**). We request that you follow strict fire precaution guidelines.

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.

If you would like a member of staff to serve food and drinks and clean up, we charge **£10** an hour for the duration of your booking.

** Please allow at least two weeks notice to arrange resources and relevant staffing*

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. 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 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.

Please pay particular attention to supervision of the pond areas. This is primarily to ensure the safety of your children but we have also had several incidents where stones and logs have been thrown into the pond by unsupervised visitors — they tear the pond liner and disturb the wildlife. If you prefer, we can close the woodland area during an out of hours event.

Fire exits are clearly marked; please keep them clear of obstructions at all times.

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 be cleared away by 1pm (or earlier), afternoon parties start at 1.30pm (or later). Alternatively, you can book the whole day (a six hour period). Please note that your booking time includes set up and clear up time.

Charges:

(1) During our usual opening times (Monday — Saturday, 10am—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 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.

For parties with more than 10 children, we require two members of staff on site at an additional £12 per hour.

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

Option: B The Gardens and the Pavilion: half day £70 full day £140

(2) Outside of our usual opening times:

This is charged by the hour (to include set up and clear up of your event):

Option: C The Gardens only £30 per hour

Option: D The Gardens and the Pavilion £40 per hour

Damages

We hope that you leave the Pavilion in the state you found it. If we need to do further cleaning or repair any damage to the Pavilion or in the Gardens, then we will contact you and ask you to pay for the additional costs. We no longer ask for a deposit as we find almost everyone who hires the Gardens is extremely respectful of it.

Cancellation

- If you cancel your booking with more than 4 weeks notice, we will return your fee less £25.
- If you cancel your booking with more than 1 weeks notice, and we are able to fill the slot with another booking, we will return your fee less £25. If we are unable to fill the slot or you cancel within 7 days, we will retain the booking fee in full.
- In the event of unforeseen and exceptional circumstances occurring, we reserve the right to cancel your booking with 24 hours notice. Your payment 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 check with us (in person, by phone or email) that your preferred date is available. We will hold that provisional date for you for a few days. Your booking will be confirmed when you return the completed booking form (paper or digital copy is fine) and pay the full booking fee for your event by cheque, card (we can do that over the phone too) or in cash.

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 www.martineau-gardens.org.uk

PLEASE KEEP THE ABOVE PAGES FOR YOUR REFERENCE

Calling All Young Adventurers!

... Enjoy Wild Play at Martineau Gardens.

But please supervise the children



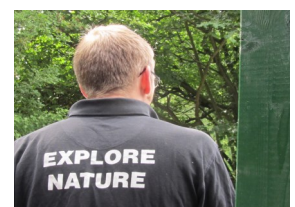
Welcome to Martineau Gardens, a beautiful Community Garden with lots of wildlife and exciting places to explore. Children (and adults!) can enjoy wild play in a safe environment, but ... please remember, we are a little different to a Park.

- Don't walk in the rill - the pump will get damaged
- Ponds are deep, watch your children at all times and don't throw anything into the ponds, it upsets the wildlife and destroys the liners

If this is your first visit, please take a moment to familiarise yourself with potential hazards that your intrepid explorers may discover:

- brambles and nettles
- pond and bee-hives in the woodland and deep pond in courtyard
- 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
- delivery vehicles and customers collecting logs driving up the track towards to office

Please do keep children in sight and supervised and if there's anything you need to know about the Gardens, just ask.



MARTINEAU GARDENS BOOKING FORM: PARTIES

Please read venue hire pamphlet 2019 first <http://www.martineau-gardens.org.uk/resources/>

Day of Event _____ Date of event: _____

Morning: start*: finish **OR** Afternoon: start finish

Name: _____

Address: _____

Telephone: _____

Email: _____

How many individuals do you expect? ____ adults ____ children (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: Times include set up and clear up of your event

**We have revised the time slots available to enable two bookings per day. Morning bookings need to finish by 12.30pm (or earlier), afternoon bookings start at 1.30pm (or later). Alternatively, you can book the whole day — see p4*

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 £70 full day £140

Outside of our usual opening times:

☐ Option: C The Gardens only £30 per hour

☐ Option: D The Gardens and the Pavilion £40 per hour

Use of the pavilion includes use of kitchen and crockery (no disposable plates please)

Children's Parties:

☐ For parties with more than 10 children, we require two members of staff on site at an additional £12 per hour X £12 =

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

Activity Session (1hr)	£50 (Select: Stick Man Activity, Pirate Adventure, Dinosaur Discovery,		
Pavilion wood burner	£10 for fuel and pre-light		
Bonfire	Fuel £10	Fire Pre-set	£10
Earth Oven	Fuel £10	Oven pre-light	£30
Gazeboes	We erect £20 each	You erect	£10 each
Marquee	We erect £100	You erect with our supervisor's help	£50

Please tick to confirm the following:

☐ I have read & 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 have read and understood the Venue Hire leaflet: Including cancellation policy and damages

☐ Signed: _____ Date: _____

Please send this completed form to info@martineau-gardens.org.uk then call on 0121 440 7430 to arrange payment. Your booking will be confirmed on receipt of both.