For office use: Paid: .............................

Balance : .....................

MARTINEAU GARDENS BOOKING FORM: Business / Events

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

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

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

Company:

Named contact:

Address:

Telephone:

Email for invoices:

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: Times include set up and clear up of your event**

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

During our usual opening times: 9.30-4pm Monday to Saturday

Pavilion: half day £75 full day £150

 Outside of our usual opening times:

Pavilion £40 per hour

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

Layout options: Boardroom Classroom Theatre style 

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

|  |  |  |
| --- | --- | --- |
| **Projector screen** |  |  |
| **Flipchart stand** |  | Please provide own paper and pens |

**Please tick to confirm the following:**

 I have read & will take responsibility for implementing the advice contained within the Venue Hire Pamphlet.

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 us on 0121 440 7430 to arrange payment. Your booking will be confirmed on receipt of both.**

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

Download the Venue Hire Pamphlet 2019 via <http://www.martineau-gardens.org.uk/resources/>