

Venue Hire Pamphlet 2022

**An Introduction to Martineau Gardens**

**Martineau Gardens** is a beautiful Therapeutic 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, beehives, hot house, bonfire pit 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 from 10am to 4pm. Plants, seasonal produce, preserves, compost and logs are for sale.

We are a Registered Charity and any profit we make from our sales and venue hire income is ploughed back into the organisation to support our charitable programmes. Through your booking fee you are helping to keep this unique place, Martineau Gardens, open for free, for everyone to enjoy.

Thinking about hiring Martineau Gardens for your event?Read on …

Caring for this much-loved environment, and the resident wildlife, is our top priority. 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. If you are not familiar with the Gardens, we recommend visiting before planning your event. Please bear in mind that we have a small staff complement, and a visit can save 101 questions. *Only you can decide if we are the right venue for your event, and you can’t make this decision if you are not familiar with the landscape and buildings.*

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 only. If we do not hear from you within **three working days,** we will cancel the provisional booking. 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 bank transfer or cash (preferred methods) or we can take payment by card over the phone. We do not accept American Express.

There are two hire options:

**1.Hire the Gardens only\*. This includes:**

· the Gardens with use of the children’s play area

· a member of staff on site with access to the First Aid Box

· toilets (with some disabled access)

· car park (up to 20 spaces available out of hours, 10 spaces only during our public opening hours)

*\* NB. ‘ Hire the Gardens only’ 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 and cutlery

· tables and chairs

· comfy seating area

· clean tea towels, washing-up liquid, cleaning materials for you to clear up with

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**Optional Extras**

We can arrange **children’s activity sessions** (1hr) for up to 15 children at a cost of £75 (E.g. Stick Man activities, pirate adventure, dinosaur theme, mini-beast safari). This is contingent upon the availability of our Environmental Education teacher, so please try to give plenty of notice.

You may have a **bonfire** (but no fireworks) in our Bonfire area, if arranged in advance. The fee is **£10,** to cover the cost of the woodand tend it **(£20).**

We have four dark green **gazeboes** (3m x 3m in size) which cost £10 per gazebo, we can erect them separately or link them in combinations, the largest of which will be a square of 6m x 6m, or long tent of 3m x 12m.

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 12.30pm (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.

This is a beautiful Therapeutic Community Garden where children (and adults!) can enjoy play in a natural, safe environment. It is a wildlife garden, with brambles and nettles, ponds and beehives, uneven ground and overhanging branches. You and your guests should be aware of the associated hazards and keep a close eye on children.

· 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 (located in woodland and courtyard garden). 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 to minimise risk and your supervision requirements.

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

· Please do not smoke in any of the buildings.

· The Site Risk Assessment: If you would like to see a copy of this we can email it on request.

Frequently Asked Questions:

We want everyone who books an event at Martineau Gardens to have a lovely and safe experience. We also want the fabric of the Gardens to be in the same state at the end of private events. Sadly, there have been a few occasions when we have been disheartened by the damage done during parties. The actions of a few makes it necessary for us to be stricter with all. We want the community to enjoy this space, and we encourage bookings from people who share our values – particularly caring for the environment. If you are looking for a venue where you can let your hair down and have a wild time, we are not the right place for your event. If you know us and want to share this space with your family, friends, and colleagues, please read on.

***How big is your car park?*** The car park only holds approximately 20 cars. If you expect to have exceed this number, the nearest car parking is at Canon Hill Park (payment required). Parking on neighbouring property or on pavements is not allowed. There are bus stops within 150 metres of the Gardens.

***How many people can I invite?*** 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. Talk to us if you are planning a bigger event. We make additional charges for staff presence, and the staffing level is set by us. Determining factors include, but is not limited to: the ratio of adults to children in attendance, and whether or not alcohol will be served.

 ***How big is the pavilion?*** The pavilion can accommodate 30 people seated, more if the tables are not set out for dining.

***Do you do the setting up?*** Our terms are venue hire only. We do not provide any services.  All preparation and clearing up is the responsibility of the host. You should book sufficient time before and after the event for setting up and packing away. Staff will be on site as custodians of the Gardens and to make sure your event proceeds according to your plans. If you have booked any gazebos, these will be put up ahead of your event. The exception to this is where a request is made at short notice, in which case you will be required to help with putting up the gazebos.

***To what time can I hire the Gardens?*** A limitation within our lease stipulates that the gates must be locked by 10pm. You should therefore aim to end your party at 9.30pm to allow time to pack up and for guests to leave safely. If necessary, you should book time the following morning to ensure you have left the site as you found it.

***Can I serve alcohol?*** A TEN licence (Temporary Entertainment Notice) is required from the council if alcohol is to be sold. If you use a mobile bar company they will be licenced and can use this to obtain the TEN.
No licence is required if the alcohol is provided free by the host.

***Can I book a band or DJ?*** Acoustic music is permitted but being in a residential area we are required to keep noise levels to a minimum and unfortunately this means we cannot accomodate amplified music from a band or DJ.

***What if it rains?*** We have two gazebos for shelter from the sun or rain. If the weather concerns you, as the event gets close, these can be added to your booking nearer the date and paid for in cash on the day.

***Do you provide catering?*** We do not provide catering. The Pavilion has a semi-pro kitchen with double oven and six gas burners; an electric warming oven; bottle fridge; fridge-freezer; food prep sink; hand wash sink; washing-up sink; dishwasher and automatic water boiler. If you have hired the Pavilion, the kitchen is included in your hire fee. Please ensure you leave it as you would wish to find it as there may be back to back bookings.The bonfire area can be used for BBQ cooking, by prior arrangement. We do not supply the BBQ.

***Do I need to bring my own plates etc?*** *If you have booked the Pavilion as part of the hire, y*ou can use our crockery and cutlery, or bring your own. We prefer that you don’t use disposable items.

***Where do I put the rubbish?*** We have to pay for each bag of rubbish collected by Birmingham City Council, and the current cost to us is £5 per bag. We have a contract with a private contractor for fortnightly collection of recycling. **We politely ask that you take all your rubbish and recycling home.** If this is not something you cannot comply with, we will supply the pre-paid sacks on the day at £5 each. If you are short of bags to take your rubbish home, please ask for a black bin bag, which we can supply, free of charge.

***Can I put up decorations?*** There is wooden beading in the Pavilion to which bunting can be attached, and the canopy can also be decorated.**We do not permit balloon displays, or balloons / piñatas containing glitter,** due to the problems burst balloons can pose to wildlife. If you are having a children’s party and wish to have a few balloons, these must be taken away at the end of your event.

***Can I have a bouncy castle?*** We do not permit any inflatables, including bouncy castles.

***Is smoking permitted?*** Smoking is permitted outdoors. Cigarette butts do not compost. Please do not drop them on the ground but use an ash-tray and then dispose of them in the bonfire pit.

**To book:**

**Check availability by emailing** **info@martineau-gardens.org.uk** **or call Martineau Gardens on 0121 440 7430.**

**Download the Booking Form from our website, here:**

[**https://martineau-gardens.org.uk/visitor-information/venue-hire-2022/**](https://martineau-gardens.org.uk/visitor-information/venue-hire-2022/)

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