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Description automatically generated

**VENUE HIRE BOOKING FORM:**

**PARTIES AND CELEBRATIONS 2022**

|  |
| --- |
| Office use only |
| Date Paid: |
| Method: |

This version:04.05.22

**Client/Event Information:**

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

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

Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Type of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booking start/finish times (**this includes time to set up/clear up**) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number (+ages) of Children and Adults attending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Our Venue Hire Prices**: (please X the box to select)

SAT 10.00 -12.00 only (Shared gardens only) **£30 total**

MON - SAT 10.00 -16.00 (Shared gardens and private pavilion**) £30/hour**

16.00 - 22.00 MON – SAT and all day SUN (Exclusive use of gardens and pavilion) **£45/hour**

Additional staff charges of **£15/hour/staff member** may apply if your party size exceeds 50 and we decide that more staff are required to ensure everyone’s safety (we will talk to you first of course!)

**Extras:** (please X the box to select)

**BONFIRE £20 includes your fuel, lighting and tending the fire**

**BBQ £20 Bring your own coals, we charge for cleaning the grills**

**GAZEBOS £10 EACH (3m x 3m) We can attach up to 4 gazebos together**

**CHILDRENS ACTIVITY SESSIONS £75/HOUR FOR 15 CHILDREN Choose from: Pirate Adventure, Dinosaur Discovery, Mini-beast Safari, Pond Dipping, Stickman Adventure**

**PAYMENT METHOD: BACS / Card payment over the phone / Cash payable in our office.**

**Account Details: Martineau Gardens, Account Number: 50117516, Sort Code: 08-92-50.**

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| --- | --- | --- | --- |
| **Venue Hire** | **£** |  | **Bookings are confirmed when we have received your completed booking form and full payment** |
| **Extras** | **£** |
| **Total Cost** | **£** |

I agree to the terms and conditions outlined in the venue hire pamphlet including cancellation policy and damages and will take responsibility implementing the advice

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_

Complete this form and return to our office or email info@martineau-gardens.org.uk Call 0121 440 7430 if you have further queries. We will be in touch to confirm your event. Thank you