

Venue Hire Pamphlet 2023

**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! In 2023, we are replacing our office building and volunteer base (the Mollie Martineau building) with an eco-friendly community space. Whilst our indoor spaces are being transformed, we have no indoor space available for hire.**

You can however hire the gardens for outdoor celebrations only, with gazebos included in the hire charge.

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. 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.*

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.

**Hire of the Gardens 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)
* our dark green **gazebos** (3m x 3m in size) 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 – for 2023 only, we’re including the hire of gazebos within the venue hire fee whilst there is no indoor space available. Let us know if you require gazebos to be erected.

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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, dependent 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 **£20,** to cover the cost of the woodand tend it**.**

You can hire our barbeque area for **£20.** Please bring your own charcoal and fire lighters.

**Timings**

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 make sure that your booking time includes set up and clear up time.

**Health and Safety Tips**

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.

* Please do not smoke in the toilets (or any of the buildings).

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

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.

**Frequently Asked Questions:**

***What is your cancellation policy?***  In the event of cancellation of any advance booking 7 days or less prior to arrival, 50% cancellation fee of the full value of your booking will be administered.   With 3 days or less, we will withhold 75% of the full value of your booking.

***How big is your car park?*** The car park only holds approximately 20 cars. If you expect to exceed this number, the nearest car parking is at Cannon 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. 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.

 ***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 licensed 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 accommodate amplified music from a band or DJ.

***Can I bring … balloons, bouncy castle, go-karts, loud music?*** Because of the harm it does to the wildlife that finds a home here, no balloons (sorry, but they pop and the remnants disperse throughout the gardens), no glittery confetti (it doesn't biodgrade) no bouncy castles, go-karts or loud music.

***What if it rains?*** Your celebration will be an outdoor event, but gazebos can be included within your hire.

***Do you provide catering?*** We do not provide catering. The bonfire area can be used for BBQ cooking, by prior arrangement.  Bring your own firelighters and charcoal. We can also recommend outside caterers.

***Where do I put the rubbish?* We politely ask that you take all your rubbish and recycling home.** Bring your own bin bag or receive a black bin bag free of charge.

***Can I put up decorations?*** Think of the wildlife first - **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 us on 0121 440 7430
* Download the booking form here:

<https://martineau-gardens.org.uk/visitor-information/venue-hire-2023>