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**VENUE HIRE BOOKING FORM:**

**PARTIES AND CELEBRATIONS 2024**

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

**Due to our new building project, we are offering garden only hire for 2024. Your booking price includes up to 4 gazebos for wet or hot weather if needed.**

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

SAT **10.00-12.00** **only** (We offer a Sat party slot for shared garden) **£35 total**

MON - SAT 10.00-16.00 (Shared gardens**) £35/hour**

16.00 - 22.00 MON – SAT and SUN (Exclusive use of gardens) **£50/hour**

Additional staff charges of **£16/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.**

**BBQ £20 includes cleaning. Please bring your own charcoal.**

**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](https://martineau27.sharepoint.com/:w:/s/MarineauGardensStaff/Ecr98cAsZ7NFt46Eijna2bcBkI1RLJcNJzVocF0OVvEWDw) including 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) and damages and will take responsibility implementing the advice

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

Return completed form to info@martineau-gardens.org.uk. Contact us on **0121 440 7430** if you have any further queries. We will be in touch to confirm your event and any extra requirements.