

## Indicative prices for private party/event hire. (2019)



Castle Bromwich  
Hall Gardens

Each hire is different, we are happy to discuss your particular needs.

Our general hire fee is £2,000 per single day event.

Within this price is included:

- Access and use of the whole 10 acres of site, (the Archery Lawn is the main open area), at the times agreed.  
Standard day lengths for hire is 8.30 am to 12pm (music volume should be lowered by 11.30)  
The Archery Lawn is 143m x 17m (2431 sq m).  
*Please note the site is open to the public every day from April 1st – October 31st and Monday to Friday in the Winter season. We do not generally close the site to the public on hire days. We do 'rope off' the Archery Lawn areas while the public are present.*  
Exclusive use, or closing to the public earlier, is possible at extra cost.  
*Please note our Charitable status generally requires us to be open to the public. The Trust's own scheduled events will take priority booking of dates*
- The presence of 1 Trust employee throughout the party day and 2 accredited security guards during the evening.
- Use of electricity. There are 4 x 3 amp 240 volt outdoor sockets  
Nb. we require details of any equipment to be used 2months in advance of the hire date to ensure load is not exceeded. We will advise if you need a generator and may be able to suggest local suppliers.
- Toilet block  
Male and female toilets are available (4 stalls each). There are no showers on site. We strongly advise the you hire an extra mobile toilet block for parties of over 50 people. We can advise on suitable contractors.
- Water (standpipe)  
We are able to supply a mains water standpipe nearer the Archery Lawn on request in advance.
- Waste disposal.  
1 x 110 litre Eurobin **for the disposal of reasonable party waste. Hirer's** responsible for litter picking and clearance.

### Terms

25% deposit on firm booking.

Full balance (Facility Fee) to be paid in cash/cheque/bacs, two calendar months before the hire date.

The facility fee will not be refunded if the event is cancelled four weeks or less before the hire date.

In the event of cancellation after a firm booking has been made, but before the above cut off date, the deposit will be returned minus a £50 admin fee, which will be retained by the Trust.

We also require in addition, £1,000 damage waiver deposit which is due on payment of balance of the Facility Fee and returned 3 days after event, after inspection for damage. NB this damage deposit will be banked by the Trust.

## Additional optional costs

### Generator

If a generator is required we need details of the machine and an insurance attached before full payment.

### Access and Set up times

The public and contractors entrance is the same. Please visit the site in advance to ensure your contractors are happy with the access.

It is assumed that set up and take down times will not exceed 2 days on either side of the event.

To ensure the safety of the public/visitors we may require contractors to operate outside of normal opening times. An extra charge may be levied if contractors work means we have to close public access to the site.

The site has adequate parking for up to 400 guests.

### Closing to the public

As a charity we are required to provide public access to the gardens at advertised times. In general we have found that private hirers are happy with this arrangement, the site clears naturally in the later afternoon. We will consider applications to close the site early, if we have enough notice and at an extra cost.

All other terms and conditions concerning behaviour, care of the historic garden, health and safety and insurance are available on firm booking.