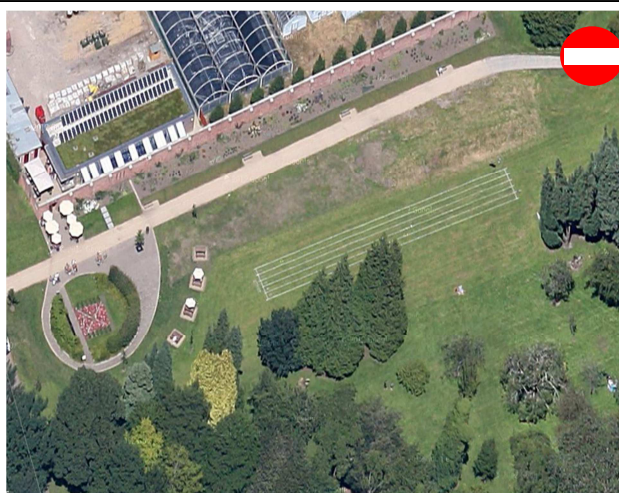


Appendix V3a – Secret Garden Café /Orchard Lawn -CF10 3DX

Site-specific info

The Secret Garden Café and Orchard Lawn are in the center of Bute Park adjacent to the Bute Park Education Centre. The event area is a flat grassed area bordered by trees to the south and the nursery bricked wall to the north.

The Secret Garden Café can provide a limited catering service to small event organisers. This would need to be arranged directly with the café, see contact details below.



Event Use	Charity walks / runs Private or corporate parties Community / family events with limited infrastructure
Event Area	2,775 sqm
Premises licence	Yes (covered under Bute Park premises licence) See Appendix V1h – Bute Park Premises Licence
Capacity	Up to 500

On-site power supply	Yes (1 x 13Amp external plug – see site plan for location)	Vehicle access	Via Bute Park Access Bridge (see Appendix V3b – Access to Bute Park and vehicle Route to Orchard Lawn/Education Centre)
On-site water Supply	No	Sewerage	No
Phone/ISDN lines	No	Toilets	Yes (see below)

Nearest Pedestrian Access

The closest park entrances to this site are:

- Millennium Bridge (from Sophia Gardens)
- Fisher's Bridge (from the Royal Welsh College of Music and Drama)
- Vehicle access bridge (from Corbett Rd), though pedestrians must be aware this latter entrance is a vehicle delivery/service entrance so must be used with extra care.

Vehicle/Load Restrictions

- There is a strict one way vehicle route from the Bute Park vehicle access bridge to the Orchard Lawn, see map in Appendix 6.
- On arrival at the Secret Garden Café, vehicles must keep to the hard-surface paths. All unloading on to grassed areas must be done by hand so as not to damage the ground.
- Only light vehicles less than 3.5 tonne in weight (small truck/small van/car) can drive onto the pathway running along the front of the garden wall. The construction is not suitable for heavier vehicles.
- No vehicles are permitted on the paved area around the picnic benches to prevent cracking of the paving slabs.
- Once unloaded, vehicles must carefully manoeuvre back along the Orchard Lawn path and drive out the same way they came in. There is strictly no through route back towards the vehicle bridge along the front of the garden wall.
- See also **Appendix C1 – Code of Conduct for Drivers in Cardiff Parks**
- See also **Appendix C2 – Code of Conduct for Event Traffic Control Marshalls**
- See also **Appendix C3 – Care of Trees in Cardiff Parks**
- See also **Appendix C4 – Care of Ground in Cardiff Parks**

Nearest Event Organiser and Visitor Parking

- Bute Park operates a strict "essential operational vehicles only" policy. Once vehicles have served their purpose they are to be removed from site or parked only in designated areas.
- Non-essential operational vehicles are not permitted to enter the park at any time and no general parking is permitted on site – we are a park not a car park!
- There are up to 3 vehicle spaces in a layby along the path to the NW of the Stuttgart Garden, which are available for use by event organisers by arrangement.
- A small reinforced grass area adjacent to the cycle stands outside the garden wall is available strictly for disabled use only (blue badges must be displayed).
- There are up to 7 temporary staff parking spaces available for use (charges negotiable) immediately south of the vehicle access bridge. A key is required to gain access and a banksman / steward must be used to ensure safe use as vehicles must cross a public cycleway to access. Please discuss with your Site Supervisor or the Event Manager. See **Appendix V1d –Bute Park Temporary Event Parking**.
- Exhibitor and further staff parking should be directed to adjacent pay and display car parks at Sophia Gardens (west of Bute Park) or along North Road (east of Bute Park). Alternatively, you can request use at the Sophia Gardens event area for temporary car parking for an additional hire charge. Please contact the event manager to discuss.

Catering

- In Bute Park we like to support our café owners where possible and suggest you consider using them for your catering needs in the first instance. The Secret Garden Café can offer bespoke catering packages to a range of budgets and dietary requirements. Please note they do not have a licence to supply alcohol.
- The contact for the Secret Garden Café is manager Ian Langley – Mobile: 07775 098608 or 02920 232171 (the same company also run the Summerhouse Café to the south).
- You must discuss and organise catering direct with the café but please keep the park event staff informed of decisions for their information. Event organisers have sole responsibility for communicating with the café on all matters affecting

catering. The Event Manager and site supervisor assume no responsibility for communication or negotiation between the parties.

Toilets

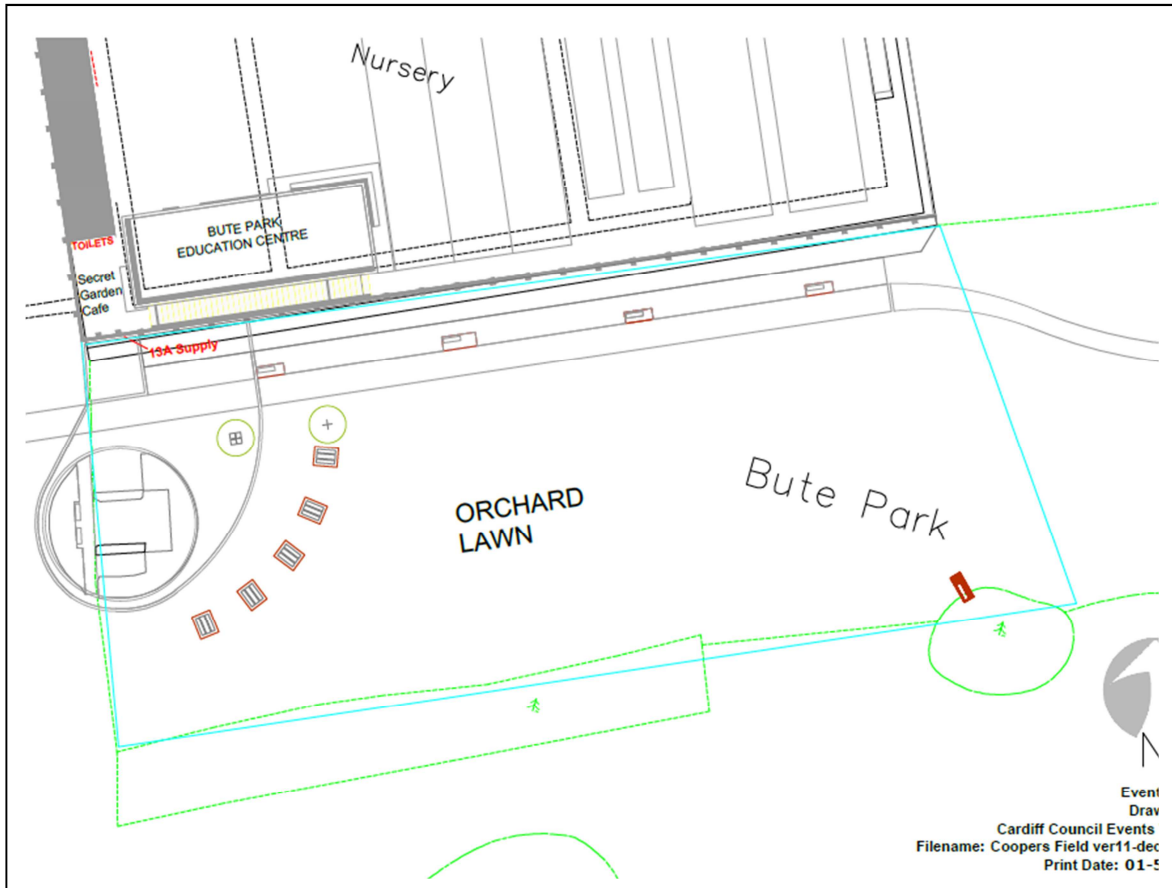
- 2 female, 1 x disabled & baby change and 2 x male toilets are available for general public use inside the Secret Garden Café courtyard.
- However, if use by your event goers is likely to disrupt and exceed normal levels of public use (up to 60 uses per toilet per day), then additional toilets must be provided. The toilets are not on mains drainage, instead all waste water is treated on-site in an underground treatment tank, therefore it is critical these usage levels are not exceeded.
- Refer to **section 2.8.9** of the manual for more info on event toilet provision.

Booking of the Education Centre itself

- You may wish to make use of the Education Centre building itself in relation to your event. The Education Centre is available for hire direct from the Bute Park team. Please contact 02920 872730 to discuss or e-mail butepark@cardiff.gov.uk .
- For further information, see **Appendix V3c – Hire of the Bute Park Education Centre** or visit www.bute-park.com

Secret Garden Café /Orchard Lawn Site Plan

Need an up-to-date scaled base map (including faded aerial view) and a schematic site constraints plan. Also so route in and layby.



— = boundary of event site

SECRET GARDEN/ORCHARD LAWN HIRE CHARGES:					
EVENT SIZE AND TYPE	SMALL	MEDIUM	LARGE	MAJOR	Set up / dismount days
	Up to 499	500 – 999	1,000 – 7,999	8,000 – 20,000	
Community / Not For Profit / Charity with no significant fund raising and no entrance Fee	£50 - £150	£50 - £200	N/A	N/A	Cost of Site Supervisor attendance (based on actual per hr rate)
Community / Not For Profit / Charity with entrance fee and/or doing charity fundraising with significant target	Min £200	Min £500	N/A	N/A	Cost of Site Supervisor attendance (based on actual per hr rate)
Commercial	Min £200 or £2 per head capacity, whichever is the greatest	Min £500 or £2 per head capacity, whichever is the greatest	N/A	N/A	Cost of Site Supervisor attendance (based on actual per hr rate) + £100 per day <i>negotiable</i>
Hospitality / private parties	Min £500 or £5 per head capacity, whichever is the greatest	N/A	N/A	N/A	Cost of Site Supervisor attendance (based on actual per hr rate) + £300 per day <i>negotiable</i>
<i>Bond – always charged unless very low risk</i>	£1000	£1,500	N/A	N/A	

The indicative hourly rates for a Site Supervisor are:

Day	6am – 8pm	£13.99
Evening	8pm – 6am	£18.16
Weekend	Midnight Fri to Midnight Sun	£20.24

The Site Supervisor will need to be present from start to finish of your build and dismant, and/or whenever there are on-site activities that warrant it. This will be determined by the Event Manager as part of the booking process but you should budget accordingly.