

barrachi room

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PO Box 3063, South Yarra 3141 phone 9821 0669 fax 9821 0552 email rbg@blakesfeast.com.au web www.blakesfeast.com.au/rbg

Function day and date: _____ Location: _____

Start time (incl. set up): _____ Finish time (incl. pack up): _____

Contact name: _____

Company/Organisation (if applicable) _____

Address: _____

Email: _____

Contact details: BH _____ Mobile: _____

Contact on day of function: _____ Mobile: _____

Number of people: _____

Purpose of this function: _____ How did you hear about us? _____

Room set up requirements: _____

Supplier set up & access details: _____

No rubbish or supplies are to be left behind in the Barrachi Room unless the space is booked the following morning for pack up. Any remaining supplies will be disposed of. If rubbish remains, cleaning time will be deducted from the bond.

I have read and agree to the Terms and Conditions (page 2) of hiring blakes feast for the Barrachi Room

Signed: _____ Date: _____

To confirm your booking, please fill out this form and return it with the non-refundable deposit of \$110.00 room hire only or 50% for catered events* It is required that the organiser / client conduct the function in an orderly manner in full compliance with the RBG regulations and all statutory requirements. Please refer to this link www.rbg.vic.gov.au/about_us/Act_and_Regulations:

blakes feast phone 9821 0669
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Payment Options: Credit Card, EFT, cheque

Type of card: _____ Number:

Expiry Date: _____ Name on card: _____

Cheques/Money order please make payable to blakes feast. To pay by direct eft acc name: Blakes Feast Pty Ltd bsb: 083 347 acc no: 539340148 National Australia Bank

*Please note for Amex an additional 3.5% and for MC/Visa an additional 2% will be added to the total amount due to transaction fees.
* Includes 10% GST

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blakes feast
catering
Royal Botanic Gardens

PO Box 3063, South Yarra 3141 phone 9821 0669 fax 9821 0552 email rbg@blakesfeast.com.au web www.blakesfeast.com.au/rbg

Rates

	Weekdays	Weekends & Public Holidays
Full day (9am-5pm)	\$600	\$600
Half day (9am-12.30pm) (1.30-5pm)	\$300	\$300
Evening (6pm-12am)	\$300	\$300

Bookings will be confirmed on receipt of the \$110.00* deposit and completed Registration Form. Please note that the deposit is non-refundable.

Furniture/partitions / Display boards can be hired through external supply companies. Please ask the events department for assistance in organizing this.

Payment must be received in full 7 DAYS prior to the function.

The Barrachi Room is a NON SMOKING venue.

The client is financially responsible for any damage sustained to the Barrachi Room, the Old Melbourne Observatory Building or RBG grounds. The cost of repairs to damages will be deducted from the bond.

It is required that the organiser / client conduct the function in an orderly manner in full compliance with the RBG regulations and all statutory requirements. Please refer to this link www.rbg.vic.gov.au/about_us/Act_and_Regulations.

All of the venues at the RBG are Heritage listed and therefore nothing is to be hung / attached / stuck to interior and exterior walls. The repairs to any damages should this requirement be disregarded will be deducted from the client's bond.

Any Catering organized with Blakes Feast Catering will require a 50% deposit Full payment is due one week prior to event. Cancellations made within one week of the event will have 50% of the total food cost refunded. Cancellations not made prior to business close on the day before the event (mon-fri) will not be refunded..

The Royal Botanic Gardens is in a residential area. Please ask guests to leave quietly.

Please note as the Observatory Building is a heritage listed building no open flames are permitted..