

# ellery suite

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1410-1412 Malvern Rd, Glen Iris VIC 3146 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:** \_\_\_\_\_

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 Ellery Suite. No blu-tak is to be used on the walls. Any supplies remaining after the pack up will be disposed of. If rubbish remains, cleaning time will be deducted from the bond. If staining occurs cleaning will be deducted from the bond.*

**I have read and agree to the Terms and Conditions (page 2) of hiring **blakes feast** for the Ellery Suite**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

To confirm your booking, please fill out this form and return it with the non-refundable deposit of \$110.00\* to:

**blakes feast** phone 9821 0669  
1410-1412 Malvern Rd, Glen Iris VIC 3146 fax 9821 0552

NB - Please note we require all bookings to have a credit card on file. In the event of damage/rubbish left your card will be charged for costs incurred (please see terms & conditions)

Payment option: 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 EFT National Australia Bank - Blakes Feast Pty Ltd bsb 083-347 acc no - 539340148

Please note for Amex an additional 2% and for VISA/MC 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

1410-1412 Malvern Rd, Glen Iris VIC 3146 **phone** 9821 0669 **fax** 9821 0552 **email** [rbg@blakesfeast.com.au](mailto:rbg@blakesfeast.com.au) **web** [www.blakesfeast.com.au/rbg](http://www.blakesfeast.com.au/rbg)

## Rates

	Weekdays	Weekends & Public Holidays
Full day (9am-5pm)	\$900	\$900
Half day (9am-12.30pm) (1.30-5pm)	\$500	\$500
Evening (6pm-12am)	\$500	\$500

Bookings will be confirmed on receipt of the \$110 deposit & completed registration form. Please note that the deposit is non-refundable.

Should additional furniture be required, the costs may be incurred by the client.

Payment must be received in full (for room charges) 14 days prior to the function

The Ellery Suite is a non-smoking venue

The client is financially responsible for any damage sustained to the Ellery Suite the old observatory building or RBG grounds. The cost of repair to damages will be deducted from the bond.

Amplified music must be kept to a reasonable level and cease no later than 11.30pm

Guests at evening functions must have left the premises by midnight.

Suppliers must have left the premises by 1.00am.

No rubbish, flowers or external supplies are to be left on the premises unless the room is booked the following morning for pack up or if Blakes Feast is catering the event. Our cleaning staff charge an hourly rate for cleaning pack/up of any remaining supplies, this will be deducted from your 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](http://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.

If any damage to the gardens or rubbish/confetti/roses are left on site, we reserve the right to charge your card for up to \$500 for damages/cleanup fee.