

pavilions and lawns

1/2



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: _____

Number of People: _____

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?: _____

If you are using a lawn/pavilion for a wedding ceremony please complete the wedding ceremony booking form.

Suppliers' details

Name of supplier: _____ Contact number: _____

Time Drop off: _____ Pick up: _____

Name of supplier: _____ Contact number: _____

Time Drop off: _____ Pick up: _____

Will any other supply vehicles require access? If so, please write their name, contact number and details below:

If you don't know supplier details yet, please leave blank or write TBC .

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

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
PO Box 3063 South Yarra 3141 fax 9821 0552

Credit Card Details:

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 3.5% 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

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

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

Clients should note that toilets can be a 'reasonable walk' from some locations, that running water is not available at all locations and that power is not provided with the site.

Final payment for site hire must be received in full 7DAYS prior to the function.

Clients and guests are not permitted onto the garden beds, to handle the plants or to climb trees. Clients found to be damaging RBG property will be charged for the costs of repair.

Clients are responsible for the removal of all rubbish and bottles unless Blakes Feast is catering the event. Ice is to be poured onto drain grates on pathways and not to be disposed of on lawns or in garden beds.

No rubbish, flowers or external supplies are to be left in the RBG. Cleaning staff charge an hourly rate, deducted from your bond, for cleaning any remaining rubbish / supplies.

Any catering organized with Blakes Feast Catering will require a 50% deposit and 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.

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.

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

NO ball games permitted within the Royal Botanic Gardens.

Rates

Lawn Areas

M-F - \$135 per hour

Weekends - \$170 per hour

Pavilions

M-F - \$170 per hour

Weekends - \$200

We have a wet weather backup option available. Please ask one of our consultants for more details.