

marquees

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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: _____

* Please note we will book the site the day before and the day after (for set up and pack up) also

Wedding Ceremony location in RBG (if applicable): _____ Booking time: _____

Purpose of function: _____ No. of guests: _____

Contact name: _____

Company/Organisation (if applicable) _____

Address: _____ Email: _____

Contact details: BH _____ Mobile: _____

Contact on day of function: _____ Mobile: _____

Suppliers' details

Name of event co-ordinator: _____ Contact number: _____

Name of marquee company: _____ Contact number: _____

Name of photographer: _____ Contact number: _____

Name of florist: _____ Contact number: _____

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

If suppliers details are unknown, please leave TBC Max of 6 delivery contractors per marquee event If you are expecting more, please negotiate with your existing contractors for them to execute the delivery of additional supplies as it is RBG priority to minimise vehicle traffic

I have read and agree to the Terms and Conditions (page 2) of hiring blakes feast for a marquee event

Signed: _____ Date: _____

To confirm your booking, please fill out this form and return it with the non-refundable deposit of 50% of total cost* 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

A marquee site hire covers three full days: One day for bump in, one day for the function and one day for bump out.

If permission is granted for extra time to set up, additional days are charged at \$550.00* per day.

Bookings will be confirmed on receipt of the deposit (50% of total cost) and completed Registration Form. Please note that the deposit is nonrefundable.

A maximum of two vehicles can drive the bridal party to the site of the ceremony and then must leave immediately. It cannot remain inside the Gardens. If ceremony location is different to marquee site, bridal party must walk with the guests to the second site.

Guests (including elderly guests) cannot be driven to the marquee site through the Gardens. All guests must walk from the nearest gate and leave from the same gate. Buggies are not available for hire. Please contact Blakes Feast if wheelchairs are required.

Final payment must be received in full ONE MONTH prior to the function.

Clients and their guests are not permitted onto the garden beds, to handle the plants or to climb trees. Clients are responsible for any damage to plants and turf areas and the cost of any repairs will be deducted from the bond. BBQ's are subject to further approval on a case by case basis by the RBG..

Clients are responsible for the removal of all rubbish and bottles associated with their function unless Blakes Feast is catering the event. The area is to be left clean and tidy. Ice is to be poured onto drain grates on pathways and not to be disposed of on lawns or in garden beds.

All marquees & tents are to have solid floors. Pegging is not permitted in the RBG.

Throwing of confetti, rice or rose petals is strictly prohibited. Bubble blowing is permitted.

Please ensure for after-hour functions, that invitations cover:

- * One Gate of entry only (H Gate for Dog Flat and E Gate for Nymphaea Lake)
- * RBG map for guests indicating function site
- * Parking details where necessary
- * Request that guests do not throw confetti, rice or rose petals and that they leave quietly
- * Security is required for evening functions

All amplified sound must finish by 11.30pm and all functions must conclude by 12.00 midnight. All hirers & caterers must vacate the RBG by 1.00am.

Due to the proximity of local residential areas, all amplification must be kept to a reasonable level. Under no circumstances is the noise level to exceed +5 decibels above background noise.

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

Details of all suppliers, service providers, entertainment etc must be passed on to the events staff at least two weeks prior to the function. Suppliers cannot park their vehicles in the grounds unless to unload and retrieve supplies.

Vehicles must remain on the paved pathways at all times and must not exceed 8km per hour. Drivers are reminded that pedestrians ALWAYS have right of way.

Supplier's vehicles are not to exceed 3m in height, 2.5m in width, 6m in length and weigh no more than 5 tonne. Drivers of these vehicles are responsible for ensuring that no damage is done to any low or overhanging branches of plants while driving on the paths in the RBG.

Private vehicles, horse drawn carriages and stretch limousines are NOT permitted in the Royal Botanic Gardens, this is not negotiable.

Being Crown Land, the Royal Botanic Gardens requires caterers to be responsible for ensuring that all statutory requirements have been met.

Any catering organized with Blakes Feast Catering will require a full payment due one week prior to the 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 a residential area. Please ask guests to leave quietly.

The Royal Botanic Gardens is a short walk from both public transport and taxi ranks, however if you would like one of our staff to call a taxi for you or your guests, please ask the supervisor on the night to arrange this service for you.