

wet weather backup

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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

Booking day and date: _____ Location: Eastern Transit Room

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

Contact name: _____

Company/Organisation (if applicable) _____

Address: _____

Email: _____

Contact details: _____

Contact on day of function: _____ Mobile: _____

Number of people: Max 100 (configuration 20 seated , 80 standing) _____

Room set up requirements: _____

Supplier access times & details: (if not confirmed write TBC) _____

No rubbish or supplies are to be left behind in the ETR 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 Eastern Transit Room

Signed: _____ Date: _____

To confirm your booking, please fill out this form and return it with the non-refundable fee of \$350.00* to:

blakes feast phone 9821 0669
PO Box 3063 South Yarra 3141 fax 9821 0552

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

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

Rate \$350*

*The rate for booking the wet weather backup is \$350 NON REFUNDABLE

Full payment is required to confirm the room.

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 Eastern Transit Room is a NON SMOKING venue.

The client is financially responsible for any damage sustained to the Eastern Transit 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..

In the event of unforeseen circumstances, or if works are required on your lawn/pavilion – Blakes Feast reserves the right to move your ceremony to another suitable area within the gardens.