

WET WEATHER BACK UP



1/18 Brixton Rise, Glen iris VIC 3146 phone 9885 2777 fax 9885 2722 email rbg@blakesfeast.com.au web www.blakesfeast.com.au

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: _____ Mobile: _____

Contact on day of function: _____ Mobile: _____

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

Room set up requirements: _____

Supplier access time & 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 deposit of \$350.00 to:

blakes feast phone 9885 2777
1/18 Brixton Rise, Glen Iris VIC 3146 fax 9885 2722

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

Wet Weather Back \$350 plus gst

*Please note MasterCard and Visa transactions will incur an additional transaction fee of 1.5% and 2.5% for AMEX transactions.

rates, general information and terms & conditions

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BLAKES
FEAST

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Rate \$350 plus gst

*The rate for booking the wet weather backup is 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.

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.

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