

# EASTERN TRANSIT ROOM



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

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: \_\_\_\_\_

Number of people: \_\_\_\_\_

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 UTR 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 \$110.00\* to:

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

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

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BLAKES  
FEAST

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## Rates

Full day (9am-5pm)	\$600 + gst
Half day (9am-12.30pm) or (1.30-5pm)	\$300 + gst
Evening (6pm-12am)	\$300 + gst

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

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 RBGV 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 RBGV regulations and all statutory requirements. Please refer to this link [https://www.rbg.vic.gov.au/documents/RBGV\\_Regulations\\_Brochure\\_MG\\_Sept16.pdf](https://www.rbg.vic.gov.au/documents/RBGV_Regulations_Brochure_MG_Sept16.pdf)

All of the venues at the RBGV 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 will require a 50% deposit. Full payment is due one week prior to event. No cancellations within seven days of the event.

The Royal Botanic Gardens Victoria 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.