

ELLERY SUITE



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: _____

Purpose of this function: _____ How did you hear about us? _____

Room set up requirements: _____

Approved supplier set up & access details: _____

No rubbish or supplies are to be left behind in the Ellery Suite. No blu-tak is to be used on the walls. Any supplies remaining after the pack up will be disposed of. If rubbish remains, cleaning time will be deducted from the bond. If staining occurs cleaning will be deducted from the bond.

I have read and agree to the Terms and Conditions (page 2) of hiring blakes feast for the Ellery Suite
 Signed: _____ Date: _____

To confirm your booking, please fill out this form and return it with the non-refundable deposit of \$150.00* 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)

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 083-004 acc no – 539340148

*Please note all credit card transactions will incur an additional transaction fee of 1.5%.

N.B Public holiday rates apply

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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
Per additional hour	\$100 + gst

Bookings will be confirmed on receipt of the \$150 deposit & completed registration form. Please note that the deposit is non-refundable.

Should additional furniture be required, the costs may be incurred by the client.

Payment must be received in full (for room charges 7 business days prior to the event.

The Ellery Suite is a non-smoking venue

A Blakes Feast staff member is required onsite for the duration of your event.

Amplified music must be kept to a reasonable level & cease no later than 11.30pm

Guests at evening functions must have left the premises by midnight. The Royal Botanic Gardens Victoria is in a residential area. Please ask guests to leave quietly.

Suppliers must have left the premises by 1.00am.

No rubbish, flowers or external supplies are to be left on the premises unless the room is booked the following morning for pack up or if Blakes Feast is catering the event. Our cleaning staff charge an hourly rate for cleaning pack/up of any remaining supplies, this will be deducted from your bond.

It is required that the organiser / client conduct the function in an orderly manner in full compliance with the RBG regulations & all statutory requirements. Please refer to this link:

https://www.rbg.vic.gov.au/documents/RBGV_Regulations_Brochure_MG_Sept16.pdf

Please note that Blake's Feast is the only caterer that is permitted to offer the provision of both food & beverages. No outside caterers/suppliers are able to provide services within the gardens.

There is no BYO alcohol allowed at functions in the Royal Botanic Gardens.

In the event of extreme weather & the gardens are required to close, it is the client's responsibility to have a backup venue for their event.

Blakes Feast Catering takes no responsibility for extreme weather conditions; however, if an

alternate venue is sourced by the client Blakes Feast are happy to transport any food & beverages to the new location.

Any Catering organized with Blakes Feast will require a 50% deposit. Full payment is 7 business days prior to the event. No cancellations within 10 days of the event.

Monday-Friday orders have a minimum catering spend of \$450 + gst. Minimum of 15 pieces per item. All orders have a \$50 + gst delivery fee

Please note as the Observatory Building is a heritage listed building no open flames are permitted.

All of the venues at the RBGV are Heritage listed & therefore nothing is to be hung / attached / stuck to interior or exterior walls. The repairs to any damages should this requirement be disregarded will be deducted from the client's bond.

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.

The client is financially responsible for any damage sustained to the Ellery Suite the old observatory building or RBGV grounds. The cost of repair to damages will be deducted from the bond.

In the event of unforeseen circumstances, or if maintenance/works are required - Blakes Feast reserves the right to move your event to another suitable area within the gardens.

When making a booking it's the clients' responsibility to research what events may be taking place in or around the Royal Botanic Gardens Victoria. Consider the time of day & location of the event & if this will impact your day. Lack of parking, amplified noise & road congestion as well as closures can often be a result of music festivals, fun runs & sporting events around the precinct and Blakes Feast takes no responsibility for noise generated from events beyond our control.

18th & 21st birthdays are not permitted