

PAVILIONS AND LAWNS

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

Function day and date: _____ Location: _____

Number of People: _____

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? _____

Approved Suppliers' details

Name of supplier: _____ Contact number: _____

Time Drop off: _____ Pick up: _____

Name of supplier: _____ Contact number: _____

Time Drop off: _____ Pick up: _____

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

If you don't know supplier details yet, please leave blank or write TBC .

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

Signed: _____ Date: _____

To confirm your booking, please fill out this form and return it with the non-refundable deposit 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: _____

To pay by EFT National Australia Bank
Blakes Feast Pty Ltd bsb 083-347 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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Bookings for venue only will be confirmed on receipt of the \$150.00* deposit & completed Registration Form. Please note that the deposit is non-refundable.

For catered events a deposit of \$1000 non-refundable is required. If the event is cancelled due to COVID-19, the deposit can be used for catering at any location in metropolitan Melbourne until December 31st, 2021.

Final payment for site hire must be received in full 14 DAYS prior to the function and will not be refundable.

Clients & guests are not permitted onto the garden beds, to handle the plants or to climb trees. Clients found to be damaging RBG property will be charged for the costs of repair. If there is damage to the gardens or rubbish left on site, we reserve the right to charge your card for damages/cleanup fee.

Clients are responsible for the removal of all rubbish & bottles unless Blakes Feast is catering the event. Ice is to be poured onto drain grates on pathways and not to be disposed of on lawns or in garden beds.

Rose pavilion max capacity 45 guests, Tecoma Pavilion (including lawn) max capacity 60 guests.

No rubbish, flowers or external suppliers are to be left in the RBG. Cleaning staff charge an hourly rate, deducted from your bond, for cleaning any remaining rubbish / supplies.

NO external caterer or alcohol is to be bought into the Royal Botanic Gardens.

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

NO amplified music is permitted during gardens open hours; music must be acoustic & audible to your lawn/pavilion area only.

Please note, bookings must conclude approx. 30min prior to sun-set. Please speak to a Blakes Feast staff member regarding evening events.

The Royal Botanic Gardens is in a residential area. Please ask guests to leave quietly.

NO ball games permitted within the Royal Botanic Gardens (including frisbees, football, soccer, tennis, badminton, cricket & bocce)

Use of kites, model planes, helicopters & drones is not permitted.

No open flames are permitted

Suppliers must be blakes feast RBGV approved suppliers, please ask a Blakes staff member for contact details. You are not permitted to erect any structures including tents, awnings, shelters or umbrellas.

When making a booking it's the clients' responsibility to research what events may be taking place in or around the Royal Botanic Gardens. 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, Blakes Feast takes no responsibility for noise generated or access issues from events beyond our control.

In the event of unforeseen circumstances (e.g. extreme weather & the gardens are required to close), or if maintenance/works are required on your lawn/pavilion site - Blakes Feast reserves the right to move your event to another suitable area within the gardens.

Strictly no 18th or 21st birthdays are permitted within the gardens.

We have a wet weather backup option available. Please ask one of our consultants for more details.

Please note bookings are for a minimum of 3 hours, including set-up & pack-down.

COVID-19 Guest Tracing

An a frame will be provided at each location with a QR code, all guests will be require to scan in.

N.B Public Holiday rates apply.

Rates

Lawn Areas

\$600 + gst (3 hours)

\$150 + gst per additional hour

Pavilions

\$800 + gst (3 hours)

\$200 + gst per additional hour