

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.

*Includes 10% GST.

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Rates

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

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 www.rbg.vic.gov.au/about_us/Act_and_Regulations

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 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 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.