



BLANCO
FOOD & EVENTS

Noel Lothian Hall Booking Form

Name of event			
Date			
Time required	From:		To:
Organisation			
ABN			
Contact person			
Billing Address			
Daytime Number	Mobile		
	Fax		
Email Address			
Venue hire charge	\$		

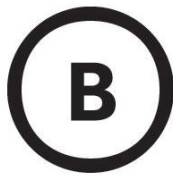
Room arrangement	Boardroom	Theatre	U shape	Other

Infrastructure Required	No. Tables		No. Chairs	
AV requirements	Projector	Screen	Microphone	White board
Catering	Yes		No	

Please see catering package.

Further comments/requirements

Blanco Catering
PO BOX 2669
Kent Town
ADELAIDE SA
5072



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Submit your booking form via fax to 08 8223 4412 or email (PDF) to botanicevents@blancofood.com.au.

To secure the booking payment in full of the room hire is required. Payments can be made via:

- Cheque
- Credit card
- Electronic Funds Transfer (EFT)

Cheques can be made payable to Blanco Food and Events. For credit card transactions please populate the space below. American express and Diners incur a 3.5% surcharge. For EFT details an invoice will be generated upon receipt of this booking form, bookings will be considered tentative until payment is made.

Should you have any further queries, please do not hesitate to contact Function & Events on 08 8223 4412.

Visa	Master Card
Amex (3.5% S/C)	Diners (3.5% S/C)
Amount	\$

Card Number

Name on Card

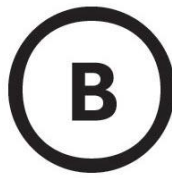
Expiry Date /

Signature of Cardholder

_____ Date: _____



Please tick if you require bank details for EFT.



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Conditions of Hire & Booking Form – Noel Lothian Hall

1. Bookings

- Noel Lothian Hall is available for hire 7 days a week, out of business hours does incur charges.
- Closing times of the hall in line with the closing times of the Garden.
- It is responsibility of the client to ensure venue expectations can be met.
- Viewing of Noel Lothian Hall prior to the booking is recommended.
- A provisional booking can be made with the Venue & Event Coordinator and will be held for 14 days.
- A completed booking form and non-refundable deposit of \$200.00 must be received within ten days of making a provisional booking. If these are not received within this period the booking will be released without notice.
- A confirmation letter will be forwarded upon receipt of booking form and deposit.
- The client will be invoiced for remaining room hire costs, refreshments and any additional costs after the event. Invoices will be received within 28 days of the event.

2. Room set up/pack down

- The room will be set up/packed down according to your requirements by Blanco Food and Event staff.
- Final set up requirements are due no later than 7 days prior to the function.
- No items are to be attached to the walls in any way.

3. Set up/pack down times

- Staff require one hour each for standard set up/pack down.
- Set up start time can be no earlier than 07.30 unless security staff are arranged. If required earlier please contact the Venue and Events Coordinator.
- Latest pack down times are as follows:

June/July – 1700
August – 1730
September – 1800
October/November – 1830
December/January – 1900
February/March – 1830
April – 1800
May – 1730



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4. Function start/finish times

- The hall is to be used during open hours of the gardens. If you require out of hour use please contact the Venue and Event Coordinator as security staff and efficient lighting may need to be arranged.
- The Gardens will take no responsibility for any injury whatsoever if client or client's delegates leave after Garden closes.

Latest function end times are as follows:

JANUARY	18.00	JULY	16.00
FEBRUARY	17.30	AUGUST	16.30
MARCH	17.30	SEPTEMBER	17.00
APRIL	17.00	OCTOBER	17.30
MAY	16.30	NOVEMBER	17.30
JUNE	16.00	DECEMBER	18.00

5. Catering

- Blanco Food & Events has exclusive catering rights within the Adelaide Botanic Garden, therefore no other external catering can be brought into the hall.
- Catering requirements will be coordinated through Blanco Food & Events on 8223 4412. Please indicate your requirements on the separate catering booking form.
- Catering is ideally to be booked no less than seven (7) working days prior to your function. In the event of short notice than 7 days, please ensure you contact the Venue and Event Co-ordinator at your earliest convenience.
- The client will be directly invoiced for catering requirements by Blanco Food & Events

6. Audio-visual

- It is the client's responsibility to ensure that the equipment available meets their requirements.
- Laptop set up is the responsibility of the presenter.
- Equipment may be brought in with the prior permission of the Venue and Event Coordinator, at the client's risk.
- It is the client's responsibility to ensure that any equipment brought in is compatible with the venue's equipment.
- Any electrical equipment not hired from the venue must have the current electrical safety certificate prior to use.
- AV technician, if required, to be booked no less than five working days prior to event. Technicians must be booked for a minimum three-hour period.



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7. Room cleaning

- Disposal of conference materials, posters etc. is responsibility of the client.
- Blanco Food & Events reserves the right to charge additional cleaning fees depending on the activity to be held in the hall.

8. Fire Evacuation

- For the protection and safety of all concerned fire instructions apply to the venue. Fire evacuation plans and instructions are displayed on the back of hall door.
- It is the client's responsibility to ensure delegates are aware of fire procedures before commencement of the function and to ensure all fire exits and routes are not obstructed.
- Smoking is not permitted within the hall.

9. Security

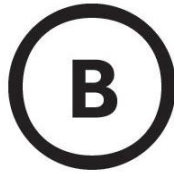
- Security staff must be arranged if the hall is to be used outside of Garden opening times.
- Security staff, if required, are to be booked with the Venue and Events Coordinator no less than seven working days prior to function.

10. Cancellations and booking changes

- The client must notify the Venue & Events Coordinator immediately if it becomes necessary to cancel a booking.
- All cancellations must be received in writing, however deposit is non-refundable.
- Where the client cancels a booking, the client will be charged a cancellation fee as set out below:
 - More than 14 days' notice – \$200 deposit will be retained
 - Less than 14 days' notice – 100% non-refundable
- Any changes to an original booking will require the client to complete an updated booking form. These changes must be received no later than the Thursday the week prior to the function. Changes will not be accepted over the phone.

11. Parking

- All day parking permits are available on request for \$25
- Coin operated ticketed car parking is available on Plane Tree Drive and Hackney Road.
- A fee of \$2.60 per hour for 4 hours maximum parking applies from 08.00-18.00 Monday to Friday.



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12. Hire fees

- Room fees are based on full-day hire only.
Half-day hire does not attract lower hire fees.

Full-day room hire fee	\$475.00
Catering	POA
Early morning security ^o	\$48.50 p/p p/hr
AV technician [#]	\$40.00 p/p p/hr

^o Security required if a function is due to begin before Garden opening times and must be arranged no less than 5 working days prior to the function

[#] AV technician must be booked for a minimum of 3 hours and must be arranged no less than 5 working days prior to the function

*** All prices quoted are inclusive of GST**