



Royal Tasmanian Botanical Gardens

Queens Domain
 Hobart TAS 7000
 Phone: (03) 6166 0453
 Fax: 03 6173 0248
 Email: rtbg@rtbg.tas.gov.au

Banksia Room

Training Room
 Monday-Friday Booking Form

**Weekend and public holiday hours of access are strictly 9:30am – 5pm ONLY
 (4:30pm May-August)**

(Please advise Facilitators a \$55 early entry or late exit Fee will apply)

Invoice Details	Hire Date:	Day:
Name of Organisation: _____		
Contact Person: _____		Phone: _____
Fax: _____		Email: _____
Postal Address: _____		
Start Time: _____		End Time: _____
Purchase Order Number: _____		Number of People: _____

Room Setup Details – (maximum numbers)

U-Shape (19ppl) Board Style (18ppl) Classroom (22ppl) Theatre (40ppl)

Room Hire:	<input type="checkbox"/> Full Day - \$250.00 *	<input type="checkbox"/> Half Day - \$125.00	\$
Data Projector <input type="checkbox"/>	Electronic Whiteboard <input type="checkbox"/>	Included in room hire	
Other:	<input type="checkbox"/> NBN	\$22.00 per day	\$
Early Access fee		\$55.00	\$
Late Exit fee		\$55.00	\$
	After Hours Cleaning	\$33.00 per hour	\$
	After Hours Security	\$44.00 p/h (min 3 Hours)	\$
		Total (including GST):	\$

- External catering requests must be approved by the Manager Business Services and will attract a fee of \$5 per person.
- Nonprofit societies whose primary activity is directly related to Botanical Gardens Core Business may be eligible for a discount rate of \$170 for Full Day bookings only.

A strict plant quarantine is currently in effect at RTBG to prevent the spread of Myrtle Rust to our living collections. This quarantine affects any plant material brought into the RTBG and includes fresh and dried flower arrangements.

ANY PLANT MATERIAL BROUGHT INTO THE RTBG MUST BE SOURCED FROM CERTIFIED FLORISTS AND MUST MEET THE CRITERIA AS OUTLINED ON THE ATTACHED FORM.

By signing this form you agree and are responsible for upholding these requirements outlined.

Conditions of Hire (please tick as you read)

- Cars are not permitted in the Gardens. No reserved parking is available. Parking is available at both entrances and the overflow car park located on Lower Domain Road.
- The Training Room can only be set out in one of the 4 attached configurations. Tables will be set up to your required configuration and must not be changed. **Please note that a service fee of \$55.00 per day will be incurred if the room is not left as it was found, or requires extra cleaning.**
- The Training Room will be locked at 5pm (4:30 May-August) and you will need to leave the room by this time. For security reasons it is the client's responsibility to ensure that the room is NOT left unattended during the day. **Fees apply to late exit times.**
- Bookings may be affected by noise disturbances i.e. theatre performances or machinery operating during the working day. Every intention will be made to notify you prior to this happening.
- Fees are set out in the Booking Form and organisations will be invoiced after completion of hire. Individuals must pay in advance.
- A half day booking is a **maximum** of 4 hours. Either 8:50am-12:50pm or 1pm-5pm **ONLY**.
- Cancellation Fees are as follows:
 - \$250 if booking is cancelled less than seven days prior to your booking.
 - \$125 if booking is cancelled between 1-3 weeks prior to your booking.
 - No fee will apply to cancellations made 3 weeks prior to your booking date.
 - Separate fees will apply to cancellation of booked catering.
- Please report any damage or equipment failure to **Shop** staff who will contact Administration. All enquiries about your booking and/or equipment on the day are to be referred to **Shop** staff.
- Your booking of this site indicates that you accept the liability for any damage to property and the cost of rectifying it, caused by your party. Actual costs will be recovered to repair any damage done by the hirer.
- No smoking is allowed in the Banksia Room or within 3 metres of the Visitor Centre building.
- Patrons are not permitted to bring alcohol to the venue without written permission from the Director of the RTBG. Alternatively, alcohol may be purchased from the Succulent Restaurant.
- Confirmation of numbers is required at least 3 days prior to booking or at **LEAST** one week if catering is required. Please forward catering requirements to niall@hfcc.com.au or call 62340606
- Administration Staff must be informed if any Media will be in attendance throughout the day.

I HEREBY AGREE TO THE CONDITIONS OF HIRE

Signature

Print Name

Date

Royal Tasmanian Botanical Gardens Phone: (03) 61 660453
Return Form by **Fax:** 03 6173 0248 or **Email:** rtbg@rtbg.tas.gov.au
Queens Domain, Hobart, TAS, 7000 www.rtbg.tas.gov.au

OFFICE USE ONLY

Confirmation Sent Date: _____ Signature: _____

Invoice (signature): _____ Date: _____ Invoice Number: _____
