



AUSTRALIAN ARID LANDS  
BOTANIC GARDEN

## BOOKING SHEET WMC HERBARIUM – MEETING ROOM

**BUSINESS HOURS** Weekdays 9.00am - 5.00pm Weekends 10.00am - 4.00pm  
Phone 08 86419117 Fax 08 86419140 Email [café@aalbg.sa.gov.au](mailto:café@aalbg.sa.gov.au)

Name of Company \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Postal address for the Account \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_ Purchase Order Number \_\_\_\_\_  
No. of people attending \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Arrival time \_\_\_\_\_ Departure Time \_\_\_\_\_

### MEETING ROOM CHARGES

**Daily Room Rate - \$175 Half Day rate - \$90**

If you require the room outside of our general business hours (above) fees will apply.  
For example if you require access to the building prior to 9am weekdays or depart the room after 5pm  
weekdays extra charges will be applied.

#### **Conditions of Hire:**

To secure your booking, please complete and return this form. A room hire fee will be payable if a cancellation is not received or if cancellation within 5 days of the agreed booking. The client will be held financially responsible for any damage to the room including fixtures and fittings.

<u>Equipment Required</u>		<u>Meeting Room Setup</u>
Please tick:		
<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Data Show Equipment	<input type="checkbox"/> Boardroom Style (seats 24)
<input type="checkbox"/> Screen	<input type="checkbox"/> Computer	<input type="checkbox"/> Theatre Style (seats 50)
	<input type="checkbox"/> Photocopy Service	<input type="checkbox"/> Classroom Style (seats 30)
<input type="checkbox"/> Podium	\$0.35/copy	<input type="checkbox"/> U Shape Style (seats 24)
<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Faxing	<input type="checkbox"/> Other
<input type="checkbox"/> Flip Chart & Paper	\$1.75/page	
<input type="checkbox"/> Data Show Equipment		
<input type="checkbox"/> Computer		



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## MENU

Instant Coffee, tea, water and mints provided

### Morning Tea

### Time Required:

- Mixed Basket (sweet sconed with jam & cream & savoury dampers with a South Australian relish) \$6.95/person
- Sweet Scones with Jam & Cream \$5.95/person
- Savoury Scones topped with herb cheese, tomato & bacon \$6.50/person

### Lunch

### Time Required:

- Mixed Sandwich Platters \$9.90/person
- Mixed Wrap Platters \$11.50/person
- Select from Café menu Price as per menu

### Afternoon Tea

### Time Required:

- Fruit platter for 10 \$40.00
- Selection of Biscuits \$3.00/person
- Quandong Cheesecake Slice \$4.50/person

**ONLY FOOD PROVIDED BY THE AALBG CAFÉ IS TO BE CONSUMED ON PREMISES**

*Please advise any dietary requirements at time of booking.  
Gluten free and vegetarian options available.*