



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)86411241 – Email 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

Extra fees for outside normal business hours room hire. Please enquire for fees (*please note if you require access to the building prior to 9am 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="radio"/> Overhead Projector	<input type="radio"/> Data Show Equipment	<input type="radio"/> Boardroom Style (seats 24)
<input type="radio"/> Screen	<input type="radio"/> Computer	<input type="radio"/> Theatre Style (seats 50)
<input type="radio"/> Teleconference Equipment	<input type="radio"/> Photocopy Service	<input type="radio"/> Classroom Style (seats 30)
<input type="radio"/> Podium	<input type="radio"/> \$0.35/copy	<input type="radio"/> U Shape Style (seats 24)
<input type="radio"/> Whiteboard	<input type="radio"/> Faxing	<input type="radio"/> Other
<input type="radio"/> Flip Chart & Paper	<input type="radio"/> \$1.75/page	
<input type="radio"/> Data Show Equipment		
<input type="radio"/> Computer		



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MENU

Instant Coffee/Tea - Included
Water Jugs 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:

- Gourmet Sandwiches \$9.90/person
- Buffet style hot or cold meat platters (minimum of 15 people) \$25.00/person
- Fruit Platter for 10 people \$40.00
- Select from Café menu Price as per menu

Afternoon Tea

Time Required:

- Fresh baked cake or slice \$4.50/person
- Fresh baked biscuits \$3.00/person

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