

AUSTRALIAN ARID LANDS BOTANIC GARDEN WMC HERBARIUM MEETING ROOM BOOKING FORM



PortAugusta
CITY COUNCIL



AUSTRALIAN ARID LANDS
BOTANIC GARDEN



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WMC HERBARIUM - MEETING ROOM - BOOKING FORM 2023-2024

The WMC Herbarium Meeting Room (Conference Room) can cater for functions of up to 50 people theatre style & smaller numbers for other styles i.e. boardroom style.

It is equipped to host meetings, training sessions and gatherings for special occasions and launches. Set amongst the beautiful landscape of the Australian Arid Lands Botanic Garden, the conference room includes an electronic whiteboard, photocopying facilities and data projection. The room has refrigerated air conditioning to ensure your comfort all year round.

Australian Arid Lands Botanic Garden's Visitor Centre is open:

Weekdays (April – November) 9.00am - 5.00pm

Weekdays (December - March) 9.00am - 4.00pm

Weekends and Public Holidays - 10.00am - 4.00pm

Phone 08 86419116 Email info@aalbg.sa.gov.au

CHARGES for 2023-2024

Daily Room Rate - \$185 Half Day Room Rate - \$100 (3hours or less)

Room Rate Includes:

- Use of the room for the hours specified within the Visitor Centre opening hours
- Use of equipment listed below
- Drinking water
- Instant tea and coffee available on request

Please note: 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 extra charges will be applied.

Bookings outside of general business hours are asked to arrive via Café entrance.

Charges valid until 15th July 2024.

Conditions of Hire:

To secure your booking, please complete and return last page of this form to the above email. A room hire fee will be payable if a cancellation is not received or if cancellation within 48hours of the agreed booking date. The client will be held financially responsible for any damage to the room including fixtures/ fittings. Any alcohol will be consumed in the designated Alcohol Zones as the Garden is located within a Dry Zone. By returning this form you agree to these conditions.

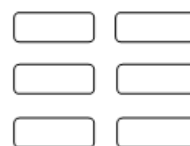
All catering is in addition to Room Rate. Please advise any dietary requirements at time of booking. Gluten free and vegetarian options are available on request.

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

We strive to continue to improve our services to assist us in doing so please complete this feedback form once your booking is complete – thank you <https://www.aalbg.org/conference-evaluation.html>

Seating can be arranged in the following manners:

Boardroom Style (24 people max)	U-Shape Style (24 people max)	Theatre Style (no tables) (50 people max)	Classroom Style (30 people max)
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Please return this page to confirm your booking.

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Contact Details	
Contact Person:	
Name of Organisation:	
Postal address:	
ABN:	
Telephone:	Mobile:
Email:	
Purchase Order Number:	
Payment: <input type="checkbox"/> On the day via Café <input type="checkbox"/> Invoice Required	

Booking Details	
No. of people attending:	
Start Date:	End Date:
Arrival time:	Departure Time:
Catering Required: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Equipment Required (Please Tick):	Meeting Room Setup:
<input type="checkbox"/> Projector	<input type="checkbox"/> Boardroom Style (seats 24)
<input type="checkbox"/> Laptop	<input type="checkbox"/> Theatre Style (seats 50 – no tables)
<input type="checkbox"/> Screen	<input type="checkbox"/> Classroom Style (seats 30)
<input type="checkbox"/> Podium	<input type="checkbox"/> U Shape Style (seats 24)
<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Other – Please enquire
<input type="checkbox"/> Flip Chart and Paper	
<input type="checkbox"/> Other – Please enquire	<input type="checkbox"/> Tea and Coffee station
<input type="checkbox"/> Photocopy service –24hrs notice required	Please contact Gift Shop for price

Catering Options (Catering requires 2 DAYS NOTICE MINIMUM)		
Morning Tea:	Time required:	Price:
<input type="checkbox"/> Mixed plate (sweet scone with jam & cream & savoury damper with a South Australian relish)		\$6.95/person
<input type="checkbox"/> Sweet Scone with Jam & Cream		\$5.95/person
<input type="checkbox"/> Savoury Scone topped with herb cheese, tomato & bacon		\$6.50/person
Lunch:	Time required:	
<input type="checkbox"/> Mixed Sandwich Plate (Minimum order 10 serves)		\$9.90/person
<input type="checkbox"/> Mixed Wrap Plate (Minimum order 10 serves)		\$11.50/person
<input type="checkbox"/> Select from Café menu		As per menu
Afternoon Tea:	Time required:	
<input type="checkbox"/> Quandong Cheesecake Slice		\$4.50/person

Privacy Statement: Any persons information you have supplied to or is collected by Port Augusta City Council (PACC) will only be stored and processed by PACC for lawful purposes directly related to the function and activities of PACC. Any personal information will only be disclosed to a third party for the purposes of performing a lawful function or activity and for no other purposes.