



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**

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**

Room Hire Includes: Use of the room for the hours specified; Use of equipment listed below; drinking water;  
Instant tea and coffee available on request.

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.

<b><u>Equipment Required</u></b>		<b><u>Meeting Room Setup</u></b>
Please tick:		
<input type="radio"/> Projector	<input type="radio"/> Photocopy service \$0.20/copy A4 \$0.40/copy A3	<input type="radio"/> Boardroom Style (Seats 24)
<input type="radio"/> Laptop		<input type="radio"/> Theatre Style (Seats 50)
<input type="radio"/> Screen		<input type="radio"/> Classroom Style (Seats 30)
<input type="radio"/> Podium		<input type="radio"/> U Shape Style (Seats 24)
<input type="radio"/> Whiteboard		<input type="radio"/> Other (Please enquire)
<input type="radio"/> Flip Chart & Paper		
<input type="radio"/> Other.....		



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**MENU**

(Drinking water provided)

**Morning Tea**

**Time Required:**

- |  |               |
|--|---------------|
| ○ Mixed plate (sweet scone with jam & cream & savoury damper with a South Australian relish) | \$6.95/person |
| ○ Sweet Scone with Jam & Cream   | \$5.95/person |
| ○ Savoury Scone topped with herb cheese, tomato & bacon                                      | \$6.50/person |

**Lunch**

**Time Required:**

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

**Afternoon Tea**

**Time Required:**

- |                             |               |
|-----------------------------|---------------|
| ○ Quandong Cheesecake Slice | \$4.50/person |
|-----------------------------|---------------|

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

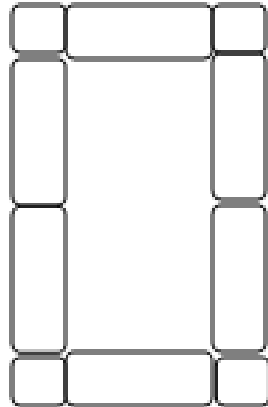
*Please advise any dietary requirements at time of booking.  
Gluten free and vegetarian options are available on request.*



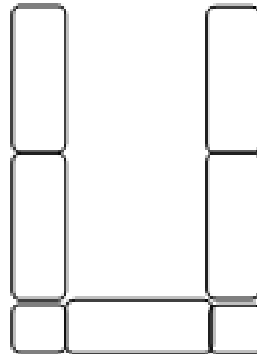
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## COVID-19 Set Up Guideline for Conference Room

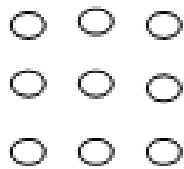
**Boardroom Style**  
(24 people max)



**U-Shape Style**  
(24 people max)



**Theatre Style (no tables)**  
(50 people max)



**Classroom Style**  
(30 people max)

