



Blue Room Daytime Functions

Step into another world and experience the natural beauty, architecture and culture of one of the only authentic Chinese Gardens outside of Asia.

With its raised location above the tranquil Lotus Pond, the Blue Room is inaccessible to the general public. It offers the utmost privacy while still allowing guests to experience the surreal beauty of the Chinese Garden.

The Blue Room can cater for meetings or small conferences of up to 40 people and is available for hire daily from 10am until 5pm (full day bookings only).

For small functions, meetings or seminars, tables, chairs and trestles are also available, with white linen table cloths provided.

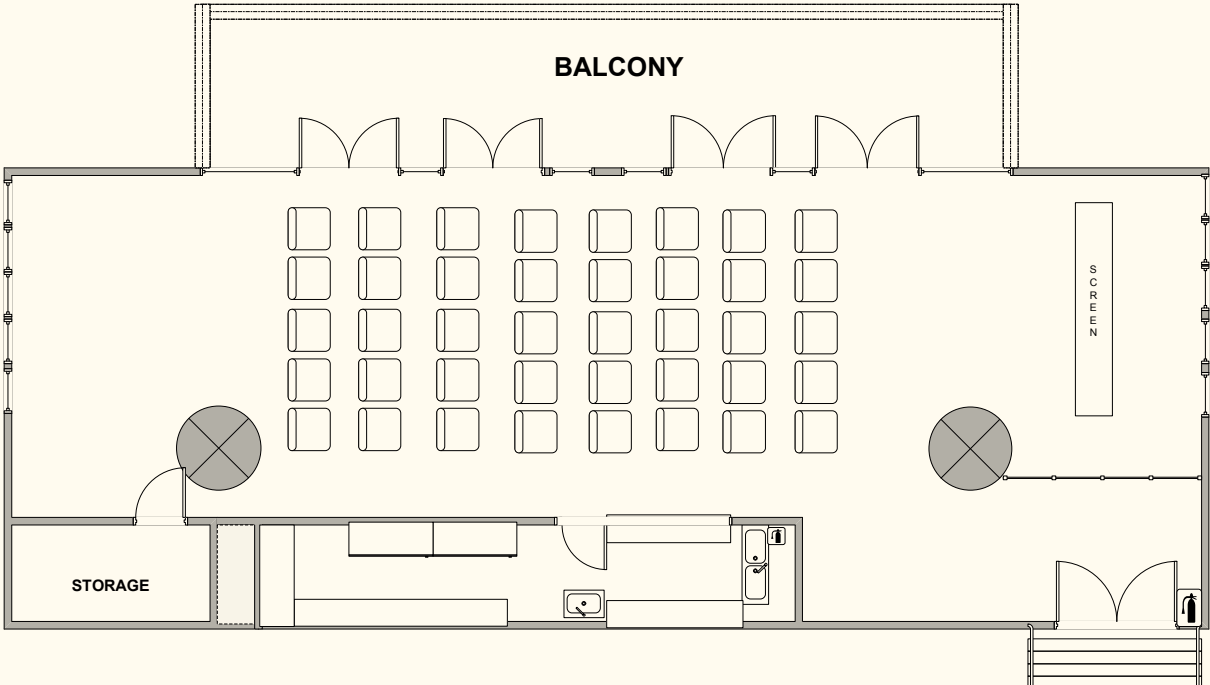
For more information or to make a booking, contact the Venue Services Coordinator.

Southern end of Darling Harbour
T (02) 9240 8665
E functions@shfa.nsw.gov.au

Daytime Functions—The Blue Room

Pavilion / venue Blue Room	Standing capacity	Seated capacity	Venue hire rates	Notes
	40	30 (theatre style) 16 (conference style) 15 (U-shape) 15 (boardroom)	Full day exclusive booking only (10am – 5pm) Up to 40 guests \$770	<ul style="list-style-type: none"> All prices include GST. Place Management NSW may at its discretion require a damage/security bond. Payment will only be accepted by cheque/credit card/cash. If paying by cheque, please make your payment to Place Management NSW and send to: Chinese Garden of Friendship, PO Box N408, Grosvenor Place, NSW 1220. Rate card changes may take place without notice for 12 months. Full payment secures the venue hire at the current price for 12 months. Bookings are not valid or confirmed until Place Management NSW Chinese Garden has received: <ol style="list-style-type: none"> a signed function booking form a holding deposit of \$110 (non-refundable) a damage/security bond, if required. The holding deposit secures your preferred date. Full payment must be made two (2) weeks prior to the function. If full payment is not received, the booking may be cancelled and the deposit withheld. A screen and projector can be hired for \$200 per day. A PA system can be hired for \$110 per day.

The Blue Room floor plan



N.B. Example of table layout. Seating/tables can be set up according to your requirements.

Blue Room Conference Menu

MENU A

\$27.50 per person*
(Does not include wait staff)

MENU B

\$35 per person*
(Includes one wait staff
person for up to 4 hours)

MORNING TEA

Selection of Danish pastries

LUNCH

Salmon, cream cheese and dill sandwiches
Smoked chicken, lettuce and mayo sandwiches
Honey ham, Swiss cheese and basil pesto sandwiches
Curry egg and lettuce sandwiches
Tuna with tomato and chilli dressing sandwiches

AFTERNOON TEA

Fruit platter and cheese platter (menu B)
Cupcakes (menu B)

BEVERAGES

Tea
Coffee
Iced water
Fruit juice (menu B)
Soft drinks (menu B)

* Prices include GST.

Chinese cuisine or special menu requests can be arranged;
please contact the Venue Services Coordinator.

Blue Room booking form

Company / organisation:	
Contact person:	
Position:	
Please tell us how you prefer us to communicate with you: <input type="checkbox"/> Phone <input type="checkbox"/> Email	
Phone (during business hours):	Mobile:
Email address:	
Postal address:	Postcode:
Event name:	
Type of function: <input type="checkbox"/> Social function <input type="checkbox"/> Seminar <input type="checkbox"/> Incentive <input type="checkbox"/> Launch <input type="checkbox"/> Conference <input type="checkbox"/> Other	
Date(s) preferred:	Time(s): (Room available from 10am to 5pm)
Number of guests (N.B. maximum seated 30; standing 40):	
Set-up requirements: <input type="checkbox"/> Theatre-style <input type="checkbox"/> Boardroom <input type="checkbox"/> U-shaped <input type="checkbox"/> Conference <input type="checkbox"/> Screen and projector (\$200 per day) <input type="checkbox"/> PA system (\$110 per day)	
Food and beverage requirements: <input type="checkbox"/> I would like conference menu A <input type="checkbox"/> I would like conference menu B <input type="checkbox"/> I do not require catering	
Special requirements:	
How did you find out about the Chinese Garden as a function venue? <input type="checkbox"/> Word of mouth <input type="checkbox"/> Brochure <input type="checkbox"/> Website <input type="checkbox"/> Advertisement (please specify) <input type="checkbox"/> Other (please specify) _____	
Please read the indemnity clause and the terms and conditions at the back of this pack and sign below to acknowledge your acceptance. I/we agree to indemnify Place Management NSW and/or its manager from and against all actions, claims and demands by (a) person(s) (whether (an) invitee(s) or otherwise) who suffer(s) or sustain(s) any loss, damage or injury arising out of, or as a result of, or in the course of the use of any land, premises or chattels in a manner for which it would be liable at law, which land, premises or chattels are owned or occupied or controlled by Place Management NSW. Personal details will be kept confidential and will not be passed on to a third party without your consent.	
<input type="checkbox"/> I have read and agree to the terms and conditions.	
Signature:	Date:

For office use only	Date
Approved by:	/ /
Holding deposit: \$ (\$110 required)	/ /
Final payment: \$ (Balance required two weeks prior)	/ /

Terms and conditions

Confirmation

An event is not considered confirmed until Place Management NSW is in receipt of a holding deposit of \$110.

Payment schedule

Upon booking request approval, Place Management NSW requires the holding deposit within 24 hours. Final payment is required fourteen (14) days prior to the date of the event. If payment is not received, the booking may be cancelled and the deposit withheld.

Cancellation by the client

All cancellations must be in writing.

Cancellations will be subject to the following:

- For notice of cancellation outside of six (6) months prior to the date of the event, 50% of the deposit will be refunded to the client.
- For notice of cancellation within six (6) months prior to the date of the event, the client will forfeit the deposit.

Hours for hire

Venue hire for the Blue Room is for a full day only (10am – 5pm).

Essential information for clients

- Permission from Place Management NSW is required for proposed entertainment options, including music, or decorative enhancements.
- The Chinese Garden forecourt is a pedestrian precinct; no vehicles are permitted at any time.
- Paid parking is available nearby.

Prohibited

- Bringing food and beverages into the garden
- Walking on the garden beds
- Touching the water features and pond
- Bringing pets or other animals into the garden (Assistance Dogs excepted)
- The use of candles and other naked flames
- Volume above LA_{max} 70B(A) and LC_{max} 90dB(C) on Friday and Saturday and LA_{max} 65 dB(A) and LC_{max} 85dB(C) from Sunday to Thursday
- Decorations in water features (ponds and waterfalls)
- Adjusting the lighting and water features of the garden
- Smoking
- Littering
- Dangerous goods
- Illegal substances

For more information:

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