

FORM 2 - BOOKINGS AND CANCELLATION POLICY

The following information forms part of the Conditions of Hire for The Events Centre. A full copy of the Conditions of Hire or further information regarding this policy please contact the Booking Office on (07) 5491 4240.

1. MAKING A BOOKING

A fee based on the minimum four hour hire charge will apply to all bookings.

- 1.1 The Centre will only accept tentative bookings within fourteen (14) days of a function upon completion of a Prepayment Request Form.
- 1.2 Once made, tentative bookings will be held for a period of seven (7) days from the date the tentative booking was made (Holding Period). Within the Holding Period, the Hirer must return a completed Application Form and Pre Payment Request Form. Failure to do so will result in the booking being removed without further notice.

2. CONFIRMATION DEPOSITS

Upon the Centre receiving a completed Application Form, a cost estimate and Confirmation Deposit Request will be provided to the Hirer. A Confirmation Deposit will be payable upon acceptance of the Cost Estimate. The Confirmation Deposit amounts are as follows;

- 1.1 50% of the total room hire is to be paid as an initial deposit within two weeks of booking the event.
- 1.2 The remaining 50% of the total room hire is to be paid three months prior to the event - Due 1st May 2008
- 1.3 All other charges for the event are to be paid in full a period of one month prior to the date of the event - Due 1st July 2008.

3. CONFIRMATION OF TENTATIVE BOOKINGS

The tentative booking can only be confirmed upon receipt of the following forms.

- 3.0 Completed Application Form;
- 3.1 Completed Prepayment Request Form;
- 3.2 Written acceptance of the cost estimate; and,
- 3.3 A Confirmation Deposit payment; and
- 3.4 A security bond (if applicable),

4. CANCELLATION OF BOOKINGS

- 4.0 If a cancellation is made with more than 3 months (90 days) prior to the event date 50% of the Confirmation Deposit will be retained by The Events Centre and 50% returned to the hirer.
- 4.1 If a cancellation is made less than 3 months (90 days) from the date of hire, the full Confirmation Deposit amount will be retained by The Events Centre.
- 4.2 If a cancellation is made less than 14 days from the date of hire a full cancellation fee based on numbers advised at the time of booking will be charged. This includes;
 - 4.2.1 100% of the Confirmation Deposit;
 - 4.2.2 100% of all food charges;
 - 4.2.3 100% of all beverage charges;
 - 4.2.4 100% of all room charges;
 - 4.2.5 All other applicable costs associated with the event.

5. NOT FOR PROFIT RATE OF HIRE

- 5.0 The Events Centre offers a discounted Not-For-Profit rate of hire. This rate of hire is only available to groups who can provide at least one documented proof of Not-For-Profit status upon booking. This includes;
 - 5.0.1 Written notice from the Taxation Department endorsing your group as an income tax exempt charity (ITEC) or endorsement as a deductible gift recipient (DGR) or;
 - 5.0.2 A copy of the group's constitution which indicates that no profit will returned to its members or;
 - 5.0.3 A letter from the group declaring that the group's management is through volunteers and has no ongoing commercial activity, signed by the executive members. Under this clause audited financial statements of the event must be provided to the Centre no later than 14 days after the events completion.