

FUNCTIONS & SEMINAR BOOKINGS – St Catherine's College Inc

TERMS & CONDITIONS

Bookings:

In order for a booking to be confirmed, a booking form and signed Terms & Conditions must be completed and returned to the College. Upon receipt of the above mentioned documentation a confirmation will be sent via email.

The College reserves the right to cancel any bookings that have not been confirmed in writing by completing and returning a booking form with the signed Terms & Conditions.

Tentative Bookings:

Tentative bookings in most cases can be held for 30 days OR until there is another party enquiring about booking the facilities. Upon such an enquiry the contact for the tentative booking will be notified and given 24 hours to confirm the booking. If confirmation cannot be given within this time frame the tentative booking will be cancelled.

Tentative bookings that have not been confirmed after 30 days will be cancelled unless an extension has been granted.

Final Confirmation of Details:

Final details of the function are required at least 7 days prior to event. This includes approximate numbers for event, catering selections, dietary requirements, start/finish/break times, setup and equipment requirements.

Guaranteed Numbers:

Final numbers for the function need to be confirmed no less than 72 hours before the function. This number will be the guaranteed number for setup & catering purposes and is not subject to reduction. The final amount will be according to this number unless there is an increase in numbers.

Payment:

An invoice will be issued at the conclusion of the function or event. General terms are payment in full within 7 days of the invoice date, unless prior arrangements have been made.

Payment can be made by cash, cheque, credit card or electronic transfer (details provided on invoice).

Cancellations:

All cancellations are to be made in writing.

Cancellation of a confirmed booking with less than 21 days notice will be charged a \$250.00 cancellation fee.

Cancellation of a confirmed booking with 7 days or less the College reserves the right to charge a cancellation fee of not less than 25% of the total value of the confirmed function.

Parking:

The College has limited parking available on the premises. The main car park (entry off Park Road) and overflow parking areas (Stirling Highway & Winthrop Avenue) are available for seminar guests subject to availability. The College does not guarantee parking will be available for every guest and is not liable for any parking fines issued if parking on Park Road or any other restricted areas due to a lack of bays/areas available on-site.

Guests parking on the street must observe council parking regulations as per the signs on the street.

Smoking:

The College does not permit smoking on the premises (in any of the buildings, driveways, rooms courtyards or verandahs of the College) apart from the one designated smoking area in the garden area next to Stirling Highway. All cigarette butts are to be disposed of in the provided smokers trays.

Damage:

The client will be responsible for any damage to the College premises or its property arising from the client, its agents or associates' use of the facilities. This includes any equipment hired by the client such as data projectors, whiteboards (or other equipment available for hire). All costs for replacing damaged equipment, property or facilities including labour, will be charged in full to the client.

Security:

The College is not responsible for the loss or damage of any equipment or materials left in the College during or after an event. The College does not take responsibility for the loss or damage of any personal items of the participants or associates of the client.

Force Majeur:

Where matters beyond the reasonable control of the College impair or prevent the College being able to perform its obligations as laid out in the confirmation details, to the extent that such matters affect the College's ability to perform its obligations, the client releases the College from any liability or loss incidental or consequential to such matters. Where, in the reasonable opinion of the College, the nominated function rooms are inappropriate for the function/seminar, the College may assign different function rooms for the arranged event, in consultation with the client. The College reserves the right at all times to assign another room for the organised function/event.

Food & Beverage:

The College provides a first class in-house catering service. The client, its participants or associates are not permitted to bring any food, drink (including tea/coffee) to supply or consume on the College premises during the function or event unless prior arrangements have been made with the College.

Surcharges:

Weekend bookings will be subject to a 15% surcharge on the final amount.
Groups under 10 people will be subject to a 15% surcharge on the final amount.

Please sign the 'Terms & Conditions' and return to St Catherine's College as soon as possible. Please keep the second copy for your records.

I have read and understand the above 'Terms & Conditions' and acknowledge my responsibilities for the event outlined below, as contained in these Terms & Conditions.

Printed Name: _____

Signature: _____ Date: _____

Event Title/Name _____

Event Date: _____