

TERMS & CONDITIONS

NATIONAL EVENTS & AFFILIATE VENUES

Please find the following terms and conditions for bookings hosted Nationally and in our Affiliate Venues. We welcome any queries you may have in relation to your event.

TENTATIVE BOOKINGS

Tentative bookings will be held for 7 working days only. We reserve the right to release a tentative hold without providing notice.

To extend a tentative hold on a room a 25% deposit is required.

CONFIRMATION OF BOOKING

The following documents are required for confirmation of an event:

- Signed event plan and agreement to these terms and conditions.
- Completed credit card form for payment or security

Please note:

Deposit payments may be required for particular bookings. You will be notified by your Conference Coordinator should a deposit be required.

CANCELLATION

In the event you have to cancel your confirmed reservation, the following fees apply:

- 30+ working days of the reserved date the 25% deposit will be forfeited, or you will be invoiced for 25% of the total booking value.
- 15-29 working days of the reserved date. You will be invoiced for 50% of the total booking value.
- 0-14 working days of the reserved date, you will be invoiced for 100% of the total booking value.

Please note:

Rescheduling the date of the booking is considered cancellation. Please refer to the above terms. Cancellation fees may be reduced depending upon circumstance and at the discretion of the Affiliate Venue and Christie Conference Centre.

GUARANTEED FINAL NUMBER

The guaranteed final numbers of guests attending the function are required five (5) working days prior to the commencement of the event. This is the minimum number of guests for which you will be charged, regardless of actual attendance to the event.

ROOM CHANGES

Christie Conference Centre and the Affiliate Venue reserves the right to change a function room where they deem necessary. However, every effort will be made to choose an alternative suitable room comparable to that originally chosen.

AFFILIATE VENUE OWN TERMS & CONDITIONS

By signing this agreement, you agree to the Affiliate Venue's own Terms & Conditions. Please request a copy of the Affiliate Venue's Terms & Conditions from your Conference Coordinator.

AGREEMENT

Christie Conference Centres will take all reasonable steps to ensure that the conditions of this agreement are observed, however we will not be responsible if it the Venue is unable to carry out the terms of this agreement due to circumstances beyond it's control, i.e. industrial action, Government intervention, electricity power failure, etc.

All accounts that remain outstanding after 30 days will be subject to 10% compound interest. All fees incurred by Christie Conference Centre for the recovery of Outstanding debts will be passed onto the Company or Agent responsible for the initial booking leading to the debt.

Name _____

Company _____

Signature _____

Date _____

Signing of the Event Plan will constitute agreement to all of Christie Corporate Conference Centre and Affiliate Venue Terms & Conditions

CHRISTIE.
CONFERENCE SPACES