

TERMS & CONDITIONS

CHRISTIE CONFERENCE SPACES

Please find the following Terms and Conditions for the Christie Conference Centre. 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.

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/POSTPONEMENT

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

- 30+ Calendar days of the reserved date:
No fee applies.
- 15-29 Calendar days of the reserved date:
A fee of 25% of the total booking value applies.
- 14-8 Calendar days of the reserved date:
A fee of 50% of the total booking value applies.
- Within 7 Calendar days of the reserved date:
A fee of 100% of the total booking value applies.

Please note:

Rescheduling the date of the booking is considered cancellation, please refer to the above terms. Cancellation calculation is based on the individual brochure prices. If you have confirmed a package please note that applicable individual price calculations will be reflected in the cancellation fee.

A 100% cancellation fee applies in the event that we request your booking is confirmed during a period of high occupancy and then later cancelled.

Cancellation fees may be reduced at the discretion of the Christie Conference Centre.

GUARANTEED FINAL NUMBER

The guaranteed final numbers of guests attending the function are required three (3) 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 event attendance.

LOSS OR DAMAGE

Loss or damage to the venue, carpet, fixtures, fittings and/or contents caused by the organiser/hirer, guests, agents or contractors before, during or after the event will be the Financial responsibility of the organiser/hirer. Christie Conference Centres accept no responsibility for loss or damage to merchandise or other property during your time at the venue.

EXHIBITIONS/DISPLAYS

To maintain the high standard and condition of our rooms for future events, no items are to be pinned or glued to the walls or furnishings, (blue tack is acceptable) in any rooms. Displays (including banners and posters) will only be allowed in the foyer areas with prior permission of Christie Conference Centres. If any damage has been sustained after affixing any items to the walls or furnishings, charges will be incurred.

SURCHARGES

Some events will attract a minimum spend. Your Coordinator will advise if this is the case. A surcharge for weekends and public holidays will be calculated on the total cost of the event. If any function extends past confirmed booking times, a rate of \$100.00 for every hour or part thereof will be charged.

CATERING/PRICE VARIATIONS

Caterers and catering other than those contracted by Christie Conference Centres are not permitted and charges will be enforced.

All catering, including beverages arranged by Christie Conference Centres are to be consumed on the premises. It is not permissible for any food or drinks to be taken off site.

ALCOHOL

Unless otherwise agreed upon Christie Conference Centres Management, no alcohol is permitted to be brought into the venue.

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ROOM CHANGES

Christie Conference Centres reserves the right to change a function room where it deems necessary and without notifying the client. Every effort will be made to choose a suitably comparable room to the one originally allocated.

EQUIPMENT

All equipment hired from the Christie Conference Centres which is not for the use in our rooms will become the sole responsibility of the hirer.

Should the hired equipment not be returned to the conferencing office in the agreed period, the full replacement cost will be charged to and paid for in full by the hirer.

Under no circumstance it is agreed that conferencing hired equipment will be taken off the Christie Conference Centres premises.

RESPONSIBLE CONDUCT

Christie Conference Centres Management reserves the right to remove any guests from the premises if they behave in an unreasonable manner.

The Management also reserves the right to control volume of all music and entertainment ensuring it does not interfere with surrounding guests.

ACCOUNT PAYMENT OPTIONS

All accounts must be paid within 30 days of receiving the invoice.

Christie Conference Centres policy requires full payment prior to the event unless you have approved credit facilities.

All incidentals and beverages on consumption must be settled at the conclusion of the event.

Electronic Funds Transfer, cheque payment and Credit Card payments are available.

Where a credit card number has been given to secure a booking, we reserve the right to charge the full amount, of all outstanding, if payment is not received within 30 days of the invoice issue date.

All bookings with a total value under \$500.00 will be finalised with the credit card supplied.

Credit card surcharges apply to all transactions. We accept Mastercard, Visa, AMEX and Diners.

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 Terms & Conditions