

TERMS & CONDITIONS FOR HALL HIRE ONLY

Person or persons signing terms and conditions must be over the age of 21 years and must be present during the function and responsible for payment of the fees and any other charges arising from the engagement, and for the observance of the rules. Proof of age may be requested at time of booking hiring of hall.

Payment Information

Payment to be done in three installments or as stated in confirmation letter:

Deposit one third of hire fee is to be paid for booking date to be confirmed.

This amount is non refundable.

Progress Payment of a further one third of total hall hire fee, is required three months before the function.

Final Balance as well as the bond is to be paid in full, two weeks before the function.

In the event that the function is cancelled and we cannot re-let the hall, the bond will be refunded as well as half of the total fee hire.

Confirmation

All confirmations must be made in writing by signing the Terms and Conditions and Confirmation Letter outlining function requirements and upon receipt of deposit.

Payment Methods

We accept cash, cheque, direct debit or the following credit cards: Visa, Mastercard & Bankcard. Cheques to be made out to: Main Event Function Centre.

Direct debits to be made to NAB, BSB# 082155, Account# 489196159.

Credit cards payments incur a 2.5% service fee.

Bond

A bond of \$1000 is required (for all functions with own caterer) . This amount is to be paid by cash and will be required with your final payment.

For corporate events (ie presentations, training seminars, product launches etc) a bond of 5 % of total fee applies.

Bond will be refunded with a cheque or direct debit the first Monday after the event, provided that no negligent or deliberate damage or loss has occurred to any of the venue including fixtures, fittings and tableware.

Cancellation

In the unfortunate event of your function being cancelled at your request the following terms & charges apply. All cancellations must be in writing and incur a cancellation fee.

- Cancellation within 6 months of function, the cancellation fee applies and deposit will not be refundable.
- Cancellation within 3 months of function, the cancellation fee applies (deposit ie one third of total hire fee) as well as the progress payment (ie further one third of total hire fee), unless date can be rebooked with comparable function.
- Cancellation within 7 days, Main Event Function Centre reserves the right to withhold all monies paid. The bond will be refunded in full.

Surcharges

Charges will apply if your function continues after the agreed time on the day/night of the function. A 10% surcharge is applicable on the total amount on a Public Holiday.

Prices

All prices are valid till 31 December 2007 and exclusive of GST.

Extended Hours

You may choose to extend your function beyond the duration period stipulated in the relevant package. Please refer to our Hall hire charges schedule. You may incur additional costs for MC, security, DJ or any other staff that are required to be present until function has concluded.

Additional services

We are happy to assist with a variety of additional services upon request eg. audio visual equipment, entertainment, celebratory cakes, photographer. These may incur additional charges to you (the client), prices on application. If the function is cancelled, such services will be client's financial responsibility.

Decorations

Must be discussed prior to function and approved by manager. No items are to be adhered to any wall, door or venue structure. All display items are to be self supported and all signage in public areas must be approved by Main Event Function Centre prior to use. All items must be removed at the end of the function and taken off the premises.

Responsibilities

- Main Event Function Centre will take all necessary care but does not accept responsibility for any damage, loss of property or injury before, during & after any event.

- Main Event Function Centre does provide a security staff member with evening functions (refer to confirmation letter) however it will be up to the client to arrange and pay for additional security.
- The client is financially responsible for any damage or loss to Main Event Function Centre caused by or contributed by any attendees/contractors of the event. It is the client(s) responsibility to ensure that all attendees behave in an orderly manner during the function.
- Local council regulations do not allow the use of confetti, streamer and glitter pieces outside Main Event Function Centre premises. Failure to adhere will result in a \$100 fine to be taken from your bond
- ~~General~~ normal cleaning is included in the cost of room hire. The client may incur additional charges where an event has created cleaning requirements over and above what is considered normal cleaning.

Fire & safety

Smoke machines, heaters, open flames or pyrotechnic devices cannot be operated without the prior approval of the Main Event Function Centre. All floor plans must adhere to fire safety regulations and not block fire exits or public entrances.

Deliveries & collections

All deliveries & collections to/from the Main Event Function Centre must be advised to the Functions Co-ordinator or Manager prior to arrival/collection. All deliveries & collections must be clearly marked with the name and date of function. All items not collected after the function will be disposed of after 14 days.

These terms and conditions cannot be altered or varied without written consent of Main Event Function Centre management. Please read and sign one copy of this document to send along with your deposit to Level 1, 107-109 Main Street, Blacktown, NSW 2148 or fax 02 9831 4465. A second copy should be retained for your records.

If any of the above conditions are not followed we reserve the right to cease the function.

I/we hereby agree to all the above terms and conditions

Client

Signature: _____ **Date** _____

Full Name(s):

Company

Name: _____