



106 Leichhardt Street SPRING HILL QLD 4000

## **TERMS AND CONDITIONS**

### **Booking Confirmation**

We request that all bookings be confirmed in writing within 14 days of your enquiry. Your account can be paid prior to the conference or on the day of the function. For accommodation bookings please supply a block booking (number of rooms & types) 1 month prior – the greater the lead up time for room bookings will ensure all rooms requested are available. A room list is required 7 days prior to the function. Any rooms not booked or cancelled 5 days prior to the function will be charged for.

### **Final Numbers**

Confirmed conference numbers are required five (5) working days prior to your function. If fewer numbers attend you will be charged for the confirmed numbers. If a greater number attend (2-3 more) these meals will be charged for.

### **CANCELLATIONS**

If you cancel within 7 days there will be a charge of \$250. Any rooms not booked or cancelled 5 days prior to the function will be charged for.

### **INSURANCE**

Although the motel will take due care to protect the property of participants, we will not accept responsibility for any loss or damage to merchandise or other property in the motel prior to, during or after a conference. Organizers at all times should arrange their own insurance.

### **FOOD & BEVERAGES RESTRICTIONS**

Due to Liquor Licensing Laws participants are not permitted to bring their own liquor into the premises nor take liquor from the premises. In accordance with Health & Safety Regulations participants are not permitted to bring food onto the premises for catering without pre approval.

### **PUBLIC HOLIDAYS**

A 10% surcharge will apply to all costs.

### **PRICING**

All prices are correct at the time of issue but are subject to change.

### **ACKNOWLEDGEMENT**

I have read the above Terms & Conditions and on behalf of \_\_\_\_\_ (Company or Group Name)

I agree to abide by them. Signed: \_\_\_\_\_ Date: \_\_\_\_\_