

Terms and Conditions

Bookings

1. Confirmation of all bookings must be made by an authorised company representative in writing or facsimile by completing and signing the following:
Bookings Form
Terms and Conditions
2. A tentative booking will be held for a period of two weeks. To confirm the booking, we will require a deposit to be paid on receipt of our invoice. If no deposit is forthcoming within this period, the booking will be automatically cancelled without further correspondence.
3. To secure your booking, a Deposit of 20% of the total function amount, or full payment if total cost of function is less than \$500.00. Please note that space and time cannot be confirmed until the signed Terms and Conditions and Deposit are received.
4. Minimum number for bookings are:
Gerald New Room 20 individuals
Banksia Room 30 individuals.
Denise Satterley 40 individuals
All weekend bookings require a minimum of 30 individuals
Smaller numbers may be accepted at the discretion of WCC Management.
5. A minimum catering charge may apply for small groups.
6. Please be advised that we will endeavor to accommodate all conference venue requests, however this will be dependent on other bookings and your final numbers. We reserve the right to change rooms prior to your arrival and will provide notification if this is necessary.

Payment

WCC reserves the right to require payment in full of the advised cost prior to the date of function and to cancel the booking if that payment is not made. All addition costs incurred in respect of the function will be invoiced to the client forthwith after the date of the function, and accounts must be paid within fourteen (14) days after receipt of the Invoice. Use of any credit card to settle an account will incur a 1.0% surcharge.

Confirmation of Numbers Attending

Advice as to the minimum number of guests attending the function must be confirmed in writing no later than seven (7) working days prior to the event.

Should extra guests wish to attend at the last minute, Wollaston staff will do their best to accommodate them.

Confirmation of Catering

Confirmation of menu and beverage details is required a minimum of seven working days prior to the event. Any substantial changes to menu requirements after this time may incur additional charges. Please note that we do not permit clients or organisers to bring in external food and beverage, we are not a self-catering venue. All weekend catering subject to 10% surcharge.

Damage & Insurance

All clients will be responsible for the cost of excessive cleaning, damage or breakage sustained to the property of WCC during a function arising from want of care, misuse or abuse on the part of clients, invitees, agents, contractors or sub-contractors of the client. This includes any person permitted by the client to be on the Centre's premises or otherwise occasioned by any breach or default of the client and will pay the cost of making good such damage or breakage within seven (7) days of the submission by the Centre of an invoice.

At the discretion of the Management of WCC, clients will be required to cover any damage to walls or floors during the set-up for or following completion of a function.

The use of walls within the Centre for display purposes will not be permitted unless approval has been given by WCC Management.

Security

WCC will not accept responsibility for loss or damage to equipment or merchandise left on the premises prior to, during or after the function. WCC does not take responsibility or adopt liability for the loss or damage of equipment or personal items left on the premises.

Cancellation

There will be occasions when a booking has to be cancelled due to changes in a client's arrangements. WCC still incurs expenses and in order to cover these expenses, the following policy applies to all cancellations:

1. Within 48 hours of function or during function – full charge of total estimated cost.
2. Within 3-30 days a cancellation fee of 50% of total estimated cost.
3. Within 30-60 days of function – forfeiture of total deposit.
4. More than 60 days prior to function – payment of \$100.00 cancellation fee

Any cancellations, changes or additions must be received in writing.

We accept and agree that this Booking Form and the Terms and Conditions will apply to our Group/Organisation

Group/Organisation Name:

Name of Signatory on behalf of the Group/Organisation:

Signature: _____

Date: _____