TERMS AND CONDITIONS - CORPORATE

We wish to ensure that your conference is a complete success, therefore the following terms and conditions have been established to ensure both parties are aware of their obligations.

Tentative Bookings
A tentative booking will be held for fourteen (14) days only. All bookings are subject to availability and are considered "tentative" until the full deposit is received.

Confirmed Bookings
A deposit of $500.00 is required to confirm your booking along with an original acceptance document (Terms and Conditions), signed by the organiser of your conference. This document is to be lodged with Woodlands of Marburg at the time your confirmation payment is made.

Cancellations
All cancellations must be made in writing and the following conditions apply:

- If cancellation occurs 7 days outside of the confirmed date. A cancellation fee of $250.00 will apply.
- If cancellation occurs **within 7 days** of the confirmed date. No refunds will apply.

Verbal Advice
Verbal advice by either party on any fundamental or important issue that is not confirmed in writing shall not be acted upon and therefore will not apply.

Final Details
Final details must be confirmed 7 days prior to the event.

Required information is as follows:

- **total guest numbers** – Confirmation of final guest numbers must be advised no later than 7 days prior to the function. If expected numbers fail to attend no credit applies. For increased numbers (dependent upon venue) further payment will be required.
- **menus** – desired selections and any specific dietary and allergy concerns i.e. coeliac, vegetarian, diabetic, children, Health regulations prohibit surplus food being removed from the property.
- **beverages** – All beverages will be charged to your account unless otherwise requested in writing. **NO BYO.**
- **entertainment** – band/dj arrival/departure times and meal requirements (if any), audio visual requirements.
- **room set-up** – seating and table arrangements.

N.B. availability of access to venues may depend upon prior and following functions.

- **start and finish times** – No function can proceed past 12 MIDNIGHT.

Final Payment
Full payment must be received within 7 days of the date upon your invoice. Credit Card payments over $2999 will incur a 2% surcharge (American Express 3%).

All prices quoted are inclusive of GST.

Loss and Damage
No responsibility or liability will be accepted for loss and/or damage to any property left at the venue before, during, or after any function. Damage or breakages, either accidental or deliberate, will be paid for by the client. Clients will assume responsibility for any/all damages which may be caused by their guests or any other person attending the function whether in the rooms reserved, or any part of the establishment.

Glitter, sparkles, rice, confetti, poppers or sparklers ARE NOT PERMITTED. Cleaning fee of $250 will apply.

Liquor Laws BYO – NOT PERMITTED
The 1992 Liquor Act of Queensland, states that patrons are prohibited from bringing alcohol onto a Licenced Site as is the sale of alcohol to minors. These rules apply to Woodlands of Marburg as a Licenced Premises. Subsequently no alcohol may be brought onto the premises and evidence of proof of age is mandatory. WE REQUEST THAT YOU NOTIFY YOUR GUESTS OF THESE REQUIREMENTS.

IF BREACHED, SUBSTANTIAL FINES APPLY.

Compliance/Liability
Clients are responsible for ensuring orderly behaviour of their guests. In line with responsible service of alcohol laws, Woodlands of Marburg reserves the right to intervene when appropriate, and refuse service to anyone suspected of being intoxicated.

Other Events
Woodlands of Marburg reserve the right to book and hold other events to run concurrently in adjoining venues.

Terms and Conditions Acknowledgement

I/WE ……..…….……

HAVE READ, UNDERSTOOD AND ACCEPTED THE TERMS AND CONDITIONS AS SET OUT BY WOODLANDS OF MARBURG.

DATE OF FUNCTION……..... AREAS TO BE USED.....

_____	_____	_____
PRINT NAME	DATE	CLIENT SIGNATURE
_____	_____	_____
PRINT NAME (On Behalf of Woodlands of Marburg)	DATE	REPRESENTATIVE SIGNATURE (On Behalf of Woodlands of Marburg)

E. & O.E.