Terms and Conditions

1. CONFIRMATION ~ Bookings will not be guaranteed until QCWT receives written or verbal confirmation. Once written or verbal confirmation is received Terms and Conditions will apply. Security Deposit and signed Terms and Conditions are to be received within 14 working days.

2. SECURITY DEPOSIT ~ A minimum deposit of $500.00 is required within 14 days unless otherwise agreed in writing.

3. CANCELLATION & TRANSFERRING DATES ~ If an event is cancelled or transferred, the following applies:
   Less than 4 hours ~ a cancellation fee equal to 100 percent of the estimated cost of the event.
   Within 7 days ~. A cancellation fee equal to 50 percent of the estimated cost of the event.
   30 days ~ a cancellation fee equal to 15 percent of the estimated cost of the event.
   30 plus days ~ the full security deposit can be transferred (once only) to new dates, or we will refund the full amount to you less an administration fee($30.00).

4. GUARANTEED NUMBERS ~ An approximate number of guests is required 14 days prior to the event and a guaranteed minimum number of guests attending the event is required by noon 7 full working days prior to the event. Weddings and private events need to provide final numbers 7 full working days prior to the event.

5. REDUCTION IN NUMBERS ~ Charges will be based on the number of guests attending or the guaranteed minimum number of guests or which ever is the greater.

6. COMMENCEMENT & VACATING ROOMS ~ The client agrees to commence and conclude the event at the scheduled times. If the function exceeds the booking times additional charges will apply.

7. SURCHARGE ~ A charge of $50 per hour or part there of will be charged after midnight.

8. PAYMENT ~ Our policy requires full payment of all function charges at the conclusion of the function. Account facilities may be arranged. These are however subject to approval of management. If payment of the account is not received within seven (7) days, a 1% compounding weekly interest credit charge will apply to the outstanding balance

9. ROOM ALLOCATION ~ QCWT reserves the right to assign an alternative function room in the event of the room originally assigned being unavailable or inappropriate.

10. CONSUMPTION ~ No food and beverage is permitted to be brought into QCWT for consumption unless approved by the management.

11. DAMAGES ~ Clients are liable for any wilful damages and above normal cleaning which may occur as a result of the function.

12. SECURITY ~ QCWT does not accept responsibility for damage to or loss of client property left in the college. All clients' items must be removed from the QCWT no later than 24 hours after the conclusion of the event. QCWT reserves the right to hire security staff at the client's expense if the management deems it necessary, subject to QCWT providing written notice to the clients as to the reasons for the decision.

13. RESPONSIBILITY ~ Should QCWT be unable to provide the facilities reserved due to circumstances beyond our control ie: Industrial Action, Government intervention, Natural disaster etc, no further claim other than an entitlement to a full deposit refund may be made. In the situation of QCWT not being able to provide the facilities reserved, the management will assist in locating an alternate venue.

14. CLIENT RESPONSIBILITY ~ By accepting these Terms and Conditions the client acknowledges that they have informed all relevant persons involved in the event of the QCWT Terms and Conditions. QCWT reserves the right to pass on to the client all State and Federal Government taxes.

15. GUARANTEED PAYMENT ~ The signatory to this agreement remains liable for all expenses incurred together with any costs associated with recovery of that amount.

16. ADDITIONAL SERVICES ~ We will be pleased to arrange a variety of additional services upon request, such as entertainment, technical equipment, etc. a charge may be incurred for some additional services even if the event is cancelled.

CLIENT NAME: _____ Date: _____

DATE OF FUNCTION: _____ No. of Persons attending: _____

SIGNATURE: _____