



Facility Hire Terms and Conditions

All bookings of GTT's facilities are subject to the following terms and conditions:

- Confirmation** – Written confirmation must be received in order to guarantee bookings. A signed copy of the booking sheet and these terms and conditions must be received by GTT within seven (7) days of receipt. Terms and conditions will apply from time of confirmation.
- Allocated Session Times** – GTT reserves the right to charge full day rates for those functions which preclude other daily usage of the facilities.
- Cancellations** – All cancellations must be in writing and the following cancellation fees may apply:
 - More than 30 days in advance – no charge
 - 8 to 30 days – 20% of the hiring fee
 - Within 7 days – 50% of the hiring fee
 - Less than 48 hours – 100% of the hiring fee
- Surcharge** – A surcharge will apply to all functions held on weekends and public holidays.
- Payment** – Payment in full must be received within 14 days of the conclusion of the function. Payment may be made by cash, cheque (made payable to Gateway To Training), credit card, EFTPOS or direct deposit (please advise GTT of this transaction).
- Function Times** – Functions must conclude by the agreed time unless prior arrangements have been made. An extension of time can only be granted if the room does not have a prior booking and will be charged out accordingly.
- Set Up** – Clients are responsible for the set-up and dismantling of all display material and any costs associated with doing so.
- Signage** – No signage or display material can be placed outside of the booked area without the permission of the Centre Manager. Facilities have been provided to display posters etc inside each room. No Blu-tack or tape is to be used on the walls.
- Designated Eating Areas** – Catering will be presented in the respective foyer or the outside area. However, if the client deems it necessary that food be served in the function room, the client will be responsible for the account of any spillage that requires industrial cleaning.
- Catering** – If GTT is arranging catering on your behalf, final numbers of attendees must be provided at least **three (3) working days** prior to the event. If revised numbers are not received, catering will be charged out as per original numbers.
- Self Catering** – Clients wishing to use an outside caterer will be charged \$50 per day for use of the kitchen and its equipment. When a client arranges their own catering, the setting up of the foyers and tables is their duty and these areas, and the kitchen, are to be cleaned after each break. Left-over food is to be removed at the end of each day. It is the client's responsibility to ensure that any plates or equipment are returned to the supplier. Please note that an additional \$50 per day penalty will be charged if the facilities are not maintained to our required standard. GTT staff are available to set up and tidy up after breaks for a fee.
- Damage / Loss of Property** – The GTT will not be held responsible for the loss or damage to client's property. Any wilful damage by a client to GTT and its facilities will result in the client being liable for any associated costs.

I hereby accept the above terms and conditions and agree to abide by them.

Name: _____
Organisation: _____
Postal Address: _____
Signature: _____
Date: _____