

TERMS & CONDITIONS

BOOKINGS

CIT Function Centre requires confirmation of your booking by email at least 14 days prior to your function. If not, the function centre may cancel the booking and allocate the venue to another client.

To ensure maximum efficiency the exact number of guests attending must be advised at least 5 days prior to the function. Your account will be based on this number.

HOLDING DEPOSIT

CIT Function Centre requires a deposit of 10% of your total quote upon confirmation of the booking. The deposit is not refundable. Moreover, 1% Credit Card surcharge applies to all credit cards.

PAYMENT

Payment can be made prior or after the event with cash or credit card. Alternatively, an invoice can be sent to the nominated recipient.

CANCELLATION

All cancellations must be made in writing or by email. Should you cancel less than 7 working days from the function date the organizers may be liable to pay a fee equal to 50% of the agreed cost of the set price package.

DELIVERY FEE

Service charge of \$40 p/h will apply for any event requiring catering to be delivered.

LATE BOOKING FEE

Should any event or function be booked with less than 5 days' notice from the day of the event, a late booking fee of 20% of the total quote will apply.

OVERTIME SURCHARGES

\$200 per hour applies to all functions running past the time of booking and/ or midnight. A surcharge of 15% applies to all bookings falling on a Saturday, Sunday and public holiday.

INSURANCE, EQUIPMENT & SECURITY

Whilst all care will be taken the management and CIT Function Centre accepts no responsibility for damages to, or loss of merchandise, goods or equipment brought onto CIT property prior to or post function. Organisers should arrange their own insurance.

*CIT CENTRES & UNITS

A function or conference shall not be deemed finalised without a fully completed and approved Entertainment Expenditure Form including the appropriate codes for invoicing: staff.cit.act.edu.au/forms/azlist on the staff information site.

GENERAL

1. Prices quoted are inclusive of GST
2. Prices are current for a period of 3 months.

Our policy is to provide venue facilities of the highest quality. To fulfil this expectation, the following terms and conditions have been designed to ensure your event is a success.

TENTATIVE BOOKINGS

We will hold a tentative booking for a maximum of 14 days.

CONFIRMATION

You are requested to confirm a booking in writing or by email within 14 days of the booking being made.

MENU SELECTION

Please confirm your menu selection at least 14 days prior to the event or as advised otherwise.

GUARANTEED NUMBERS

A guaranteed minimum number of guests attending the event are requested seven full working days prior to the event. Changes will be based on the number of people attending the function or the guaranteed number.

CLIENT RESPONSIBILITY

It is your responsibility to ensure that all the attendees behave in an orderly manner during the event.

PRICES

Prices are current at the time of the quotation, but may be subject to change at the management discretion to meet rising costs. Upon receipt of acceptance of a revised quotation by email, fixed prices will be confirmed by CIT Function Centre in writing or by email. Prices exclude local or government charges.

PAYMENT

All event accounts are to be paid in full by the date specified on the invoice. Any agreed additional charges not authorized in the original quotation will be included in the invoice.

Please note that the conference/function space reserved during the day is subject to re-letting for evening functions, unless alternative arrangements have been agreed.

FOOD & BEVERAGE

No food or beverage may be brought into the premises for consumption during the event, unless otherwise agreed by the Commercial Operations Manager.

FUNCTION ROOMS

We reserve the right to re-allocate function rooms due to circumstances beyond our control. If the final numbers increase or decrease significantly from those advised at the time of reservation, we may substitute a more appropriate room of our choice. We will discuss any changes with you when a decision is made.

EXHIBITIONS

Exhibition companies and exhibitors are responsible for transport, set up and dismantling of their own equipment in accordance with health and safety codes.

CLEANING

General cleaning and normal cleaning is included in the cost of the room hire. You may incur additional charges in instances where an event has created requirements that are considered to be over and above the normal cleaning.

RESPONSIBILITY

Should we be unable to provide the facilities reserved due to circumstances beyond our control, no further claim other than that an entitlement to a full refund of any payments already made. We will endeavour to provide you with reasonable notice.

ADDITIONAL SERVICES

We will be pleased to arrange a variety of additional services upon request, such as entertainment, technical equipment etc. The operation of this equipment is the responsibility of the hirer. Basic assistance can be provided on prior arrangement.

No responsibility will be accepted by CIT if technical equipment is interfered with by the hirer or attendees of the function. An additional cost will apply if any repairs or maintenance are required as a result.