



Luxury Apartment Hotel

# Conference Room Terms & Conditions

## **CONFIRMATION**

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Confirmation of the booking by the client must be made in writing within 7 days of the tentative reservation. Otherwise the property reserves the right to cancel the booking and allocate the venue to another client.

## **DEPOSIT & PAYMENT**

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A minimum deposit of 50% must be made at the time of confirmation. Deposits are non-refundable as per cancellation policy. Total payments will be paid at the conclusion of the event unless prior arrangements have been made with the property. All approved credit arrangements require full payment within 7 days of the function.

## **GUARANTEE OF PAYMENT**

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The Client signatory agrees with The Edge to be personally liable to pay all monies payable to The Edge pursuant to this agreement.

## **CANCELLATION**

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Cancellation within 7 days of the event will incur a fee of 50% of anticipated revenue.

## **FINAL ATTENDANCE**

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A Guaranteed minimum number of guests attending the event are required two working days prior to the event and the charges will be rendered accordingly. It is the responsibility of the Client to contact The Edge regarding final numbers. Should a guaranteed number not be received, the expected attendance will be taken as final.

## **PRICES/ROOM RENTAL CHARGE**

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All prices are current at the time of quotation and are subject to revision by The Edge prior to signing the contract. Furthermore, all prices quoted are inclusive of a GST. Meeting room rental charges are dependent on the time period required. Catering for the conference room is charged separately per person and is billed at the conclusion of the conference.

## **COMMENCEMENT AND VACATING OF ROOMS**

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The client agrees to begin the function and vacate the designated meeting space at the

scheduled times agreed upon. In the event that a meeting should go beyond the agreed finishing time and if the following client is inconvenienced, The Edge reserves the right to charge whatever costs are reasonably incurred to ensure the smooth operation of that meeting/event.

## **DISPLAYS AND SIGNAGE**

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Nothing is to be nailed, screwed, stapled or adhered to any wall, door or surface part of the building. Any signage in the property public areas must be approved by The Edge prior to the event.

## **DAMAGES**

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Clients are financially responsible for any damage sustained to The Edge and its contents and property owned or in the care or custody of the property by the client, client's guests, invites or other persons attending the event.

## **RESPONSIBILITY**

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The Edge will not accept any responsibility for damages or loss of merchandise left in the property or meeting area prior to, during or after the event. Clients should arrange their own insurance and/or security. All clients' goods must be removed from the properties premise no more than 24 hours after the event.

## **CLIENT RESPONSIBILITY**

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By accepting the terms, conditions and agreements; the client acknowledges and warrants that it has informed all relevant persons involved in the event/function of The Edge terms and conditions.

## **LAWS/REGULATIONS**

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At no time will the client commit any act or permit its employees, agents or invitees to commit any act that is illegal, noisome and offensive or is in breach of the properties rules.

## **ENTIRE AGREEMENT**

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Subject to amendments as specified in any subsequent form signed by both parties and these terms and conditions constitute the entire agreement of the parties and supersede all prior discussions, negotiations and agreements in relation to the event/ function.