



General Booking Terms & Conditions

The following general Terms & Conditions are agreed to in respect of the designated usage of Linton Gardens Reception & Function Centre and in associated areas and facilities

Name. _____

Address. _____

Telephone No. _____ (H) _____ (W)

Function Date. _____ Time. _____

Confirmation and Bookings

Confirmation of your function date, together with a deposit / booking fee of \$500.00 is required within fourteen days. Confirmation cannot be guaranteed unless your booking fee has been paid. The \$500.00 booking fee will be retained after the function as a security deposit against loss or damage to Linton gardens property for which the organizer of your function is financially responsible. The security deposit held, less any charge for loss or damage if applicable, will be returned within fourteen working days. Should the signed contract not be received by Linton Gardens prior to the commencement of the event all deposit paid are seen as acceptance of the contractual terms and conditions noted herein.

Food and Drink

No food or drink is to be brought on to the premises without agreement of the management and similarly no drink purchased are to be taken from the centre. Linton Gardens will observe all responsible service of alcohol obligations.

Payment

The balance of your account is to be paid at 7 days prior to your function date; payment is required in full either by cash, chq. Made out to Linton Gardens, or by EFTPOS. Balance of any outstanding fees (hire, food or beverage) must be arranged with the manager prior to function date.

Cancellations

In the event of a cancellation of your booking, the following refund policy will apply to your booking fee.

- If the cancellation occurs less than 30 days prior to your function date, no refund will be available.
- All other cancellations will attract a cancellation fee of \$110.00.

Duration

The client is responsible for vacating the designated function area at the stated finishing time , should you wish to continue past the agreed time you must notify us as soon as possible and we will make every effort to assist, subject to availability, a surcharge may apply

Smoking

Smoking is not permitted within the reception building - smoking is permitted in any of the outdoor areas

Insurance

Insurance is the responsibility of the organizer of your function. Whilst we at Linton Gardens will take every care, we are not responsible for damage or loss of goods or merchandise left on our premises before, during or after your function. Insurance cover is available commercially to cover the function cost etc.

in the reasonable opinion of Linton gardens ,we reserve the right to reassign another function room should the original room prove inappropriate(such as decrease in number from those originally expected) , Linton gardens will notify the client of any change

conduct

Its understood that the organizers of the function will conduct the function in a lawful and orderly manner and will abide by all direction given and requests made by Linton gardens management in relation to the function

Variation or cancellation

Any alteration to or cancellation of the booking as originally made must be confirmed in writing to Linton gardens

Prices

Prices and quotations are current at the time as of 1st January 2010 and include GST, but are subject to alteration without notice.

a guaranteed Minimum number of guests attending will be required 2 working days of the event, charges are based on the minimum guaranteed number of Delegates ,or the actual number of delegates in attendance ,whichever is greater

Inclusions

As part of our friendly, efficient service that we offer you, the following items are included as standard items, free of charge.

- White board
- Overhead projector/Screen
- Flip chart
- Microphones and sound system
- Lectern and portable stage
- conference stationary and pens
- mint and iced water

1/we the organizers of the said function declare that I/WE have read ,understood and accept the Terms and Conditions above in relation to the designated function

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witnessed for and on behalf of Linton gardens

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