



# Ooraminna Station Homestead

## Function Bookings - Terms and Conditions

### Confirmation

1. A function reservation will be regarded as confirmed only upon receipt of a returned signed BOOKING FORM and initial security deposit or in the case of Government or approved clients, a purchase order.
2. The BOOKING FORM must be completed with an authorised signature and returned by email or mail with the deposit or purchase order. PO Box 383, Alice Springs NT 0870 or [info@ooraminna.com.au](mailto:info@ooraminna.com.au)
3. A reservation will be held for 14 days from the date of request, subject to confirmation, after which time the booking will be released. If additional time is required for initial payment then please liaise with the Manager and acceptance will be at their discretion.
4. Special conditions included in individual proposals and quotations override the TERMS AND CONDITIONS.

### Deposit schedule

A 10 % deposit is to be paid to secure your booking (equal to 10% of the event estimate, including all accommodation, food and beverage and equipment hire costs) unless otherwise arranged with the Manager.

A progressive payment equivalent to 40% will be required three (3) months prior to the function, bringing the deposit held to 50% of estimated function charges.

A progressive payment equivalent to 25% will be required one (1) month prior to the function, bringing the deposit held to 75% of estimated function charges.

Depending on how far out from the function you book, your first deposit amount may amount to the percentage values as listed above.

Balance of payment based on final estimate will be required 1 week prior to the function.

We accept direct deposit, Visa and MasterCard payments. Cheques by arrangement only.

### Payment

The company/ organisation/ individuals represented by the TERMS AND CONDITIONS signatory are liable for payment of all charges associated with the function. Payment of all charges associated with the event for private customers are to be paid by the end of your stay.

Approved Corporate and Government organisations are required to pay within 7 days of issuing invoice unless otherwise arranged with Management.

## Cancellation policy

In the event of a function cancellation, **notice must be received in writing** and the following terms are applicable:

Period	Cancellation fee
More than 180 days prior to the event	Deposit will be refunded in full
180 – 91 days prior to the event	Equivalent to 10% of the total estimated function charges, less the deposit paid, (including food and room and hire charges) and based on the numbers advised at the time of reservation.
90-31 days prior to the event	Equivalent to 50% of the total estimated charges, less the deposit paid (including food and room and hire charges) and based on the numbers advised at the time of reservation.
30 days to 15 days prior to the event	Equivalent to 75% of the total estimated charges, less the deposit paid (including food and room and hire charges) and based on the numbers advised at the time of reservation.
Less than 15 days prior to the event	Based on the numbers advised at the time of the reservation, the cancellation fee consists of : 100% of all food and accommodation and room hire fees. This may include additional expenses such as equipment hire from external supplier's services.

## Rooming lists and Food and Beverage requirements

Final rooming list and food and beverage requirements are required 14 days from date of arrival.

Special dietary requirements of any attendees should be supplied, where known 14 days prior to the function so that an alternative meal can be arranged.

All care but no responsibility will be taken for any guest with life threatening food allergies.

Minimum guaranteed numbers are required by noon, seven (7) working days prior to the date (working days being Monday to Friday) on which the function commences. Should guaranteed numbers not be received, the account will be calculated on the basis of the attendee's numbers on the original booking form. Final numbers may be increased but not decreased up to three (3) days prior to the event.

Ooraminna Station Homestead and its total area are licenced areas and we do not allow any BYO alcohol as a result. It is the organiser's responsibility to advise the Manager in writing in advance of the function, if liquor is not to be served during their function.

Under the Liquor Licensing Laws of the Northern Territory, our staff are under the obligation to ensure that patrons do not become intoxicated. It is your responsibility to ensure all attendees behave in an orderly manner and do not breach our obligations under the Liquor Act. Ooraminna reserves the right to remove any patron they deem intoxicated.

## **Smoking**

Smoking is not permitted in any area of the Homestead, or cabins. Smoking is only permitted 4 metres from any of the function facility building. Failure to comply with this request in accommodation areas will result in cleaning fees being applied.

## **Ooraminna Station Homestead and Property**

1. Banners, signs and any posters may not be attached to any surface, location of the Ooraminna Station Homestead without approval from the Manager.
2. Any loss or damage to property/equipment belonging to Ooraminna Station Homestead by the organiser, their guests or contractors before, during or after the event is the financial responsibility of the Company/ Organisation represented by the TERMS AND CONDITIONS signatory.
3. General and normal cleaning is included in the cost of the venue hire. You may incur additional charges in instances where the function has created cleaning requirements considered by discretion of the Ooraminna Station Homestead to be over and above normal cleaning.

## **Basis of agreement**

In consideration of the Ooraminna Station Homestead holding a function on the Ooraminna Station Homestead premises/ property, the Company/ Organisation represented by the TERMS AND CONDITIONS signatory hereby releases and discharges Ooraminna Station Homestead from all liability or loss (including indirect, special or consequential loss or damage together with all related legal and other costs) arising from damage or loss (whether as a result of negligence or otherwise) to any property brought onto the Ooraminna Station Homestead premises.

## **Client Responsibility**

1. Ooraminna Station Homestead will take reasonable care with the security of your property. Ooraminna Station Homestead does not accept responsibility for damage or loss of any goods brought to the Ooraminna Station Homestead before, during or after a function. It is the organiser's own responsibility to arrange adequate insurance to cover such potential damage. All goods must be recovered from Ooraminna Station Homestead premises or storerooms no more than 48 hours after the function.
2. Ooraminna Station Homestead reserves the right to change menu items without notice should there be supply issues.
3. At no time will the client commit any act or permit its employees, agents or invitees to commit any act that is illegal, excessively noisy, offensive or is in breach of any statutes, by-laws, orders regulations or other provisions having the force of the law.

## **Privacy Policy**

Details of your event will not be advertised without your express permission. These details if released may be advertised in trade publications and other media promotions in relation to the event and Ooraminna Station Homestead.

Please indicate on the following ACCEPTANCE if you give the Ooraminna Station Homestead your permission to release your details.

# SIGNED ACCEPTANCE

By signing this form as a recognised representative of the Company / Organisation detailed, I understand and accept the quotation and the TERMS AND CONDITIONS (including deposit schedules and cancellation policy) and that all information pertaining to the function will be provided in accordance with the TERMS AND CONDITIONS.

EVENT NAME :

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DATES OF EVENT DURATION:

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COMPANY / ORGANISATION:

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BILLING ADDRESS:

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Phone contact: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

NAME OF AUTHORISED REPRESENTATIVE (PRINTED)

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SIGNATURE OF AUTHORISED REPRESENTATIVE

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DATED

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YES I give Ooraminna Station Homestead permission to post details of the event on their website under Events Calendar or on any business related social media mediums for promotional purposes.

NO I **do not** give Ooraminna Station Homestead permission to release details of this event.

Deposit amount : \_\_\_\_\_

DEPOSIT DETAILS :

Acc Name : Rocky Creek NT Pty Ltd

(trading as Ooraminna Station Homestead)

Bank: CBA BSB: 065911 ACC: 10041783

CREDIT CARD DETAILS :

Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_

Exp Date : \_\_\_\_\_ CCV \_\_\_\_\_