



BOOKING FORM

BOOKINGS

To confirm and secure your chosen function room and date, payment of a non-refundable deposit to the value of the room hire along with a signed booking form is required. Tentative bookings can be held for a maximum of three (3) days and are not guaranteed. If a booking is not confirmed and secured within this time, the space being held may be released at the discretion of IPWEAQ without further notice.

FOOD & BEVERAGE

Catering options are available for all events. A minimum of three (3) days' notice is required when organising catering. Dietary requirements can be catered for at the time of ordering. Last minute changes to orders may incur additional charges.

CANCELLATIONS

Any cancellation must be made in writing to IPWEAQ. Cancellation penalties apply as follows.

Under 1 weeks' notice	Forfeit 50% of final event amount
Up to 1 weeks' notice	Forfeit 100% of deposit paid

CLEARED FUNDS

Bank cheques or personal cheques payable to 'IPWEAQ' will be accepted as payment for events where the funds are cleared 14 days prior to the date of the event.

DEFAULTS

Defaults on any payment / invoice when due, requires the client to indemnify IPWEAQ from and against all cost and disbursements incurred by IPWEAQ in pursuing the debt including legal costs as well as collection agencies.

DEPOSITS

Deposits must be paid to 'IPWEAQ' by way of Cash, Direct Debit, Bank Cheque, or Credit Card. Deposits are non-refundable.

FORCE MAJEURE

No party shall be liable for any failure to perform its obligations where such failure is as a result of Acts of Nature, including fire, flood, earthquake, storm, hurricane or other natural disaster, war, invasion, act of foreign enemies hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalisation, government sanction, blockage, embargo, labour dispute, strike lockout or interruption or failure of electricity (or telephone services), and no other party will have a right to terminate the agreement under (termination) in such circumstances. Any party asserting Force Majeure as an excuse shall have the burden of proving that reasonable steps were taken (under the circumstances) to minimise delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.

GST

Prices are excluding GST

OTHER CONDITIONS

- Confetti, rice, and other like decorations are not permitted to be used in the venue. The hirer, at the completion of the event, must remove all decorations brought into the venue. Velcro, double sided tape and blu-tak may not be used
- IPWEAQ is responsible for the setup of tables including mints, note pads, pens and glassware. Reasonable requests in addition to these may incur an additional fee.
- A cleaning fee will be applied if the room is left in an unacceptable condition and is at management discretion.

- In the event of any damage or breakage of equipment hired through IPWEAQ, the hirer shall be liable to pay the cost of repairs and or replacement for any equipment.
- IPWEAQ reserved the right to change prices, menus and ingredients at any time by notice to the client.
- Any items left behind following an event will be stored for a maximum of 48 hours. Such items will be disposed of after this time unless prior arrangement has been made.
- Equipment sourced externally can be bumped into and out of IPWEAQ a minimum of 2 hours pre and post event. Any greater time is subject to availability and arrangement. Every care will be taken however IPWEAQ accepts no liability for anything lost, ruined, stolen or broken.
- Delivery of goods will be accepted no more than 48 hours prior to your function. All items delivered to the venue must be labelled with event details and contact information.
- Additional labour or venue charged will apply if an event continues outside of the specified event period or part thereof. Extended arrangements are under discretion of management at the time of function if not pre-arranged.
- External service providers including entertainment must supply all their own equipment and a copy of the company public liability certificate. Should any entertainment be considered offensive or should the noise levels exceed acceptable levels, management reserves the right to cease entertainment.
- Advice given on any matter is based on the best intention and information available at the time, however, is indicative only. Under no circumstances should verbal advice be acted upon without written confirmation.

PAYMENT DETAILS

Full payment via cleared funds for all additional charges and food is required seven (7) days before the date of the event along with final guest numbers. The confirmed number of guests given will be the amount catered and charged for regardless of the attendance on the day. Last minute changes or additions up to 48 hours prior to your function will be considered, however, cannot be guaranteed. An invoice for any miscellaneous items will be issued at the end of the event. Payment for these amounts is required on the day of the event by way of Cash, EFTPOS, Mastercard, Visa or American Express.

PAYMENT SCHEDULE

Progress payments for all events will be required prior to the date of the event as follows:

Initial Deposit – Upon Booking	Value of room hire
Remaining amount	3 days prior to the date of the event

PRIVACY STATEMENT

All information provided by you will be protected and will only be used for the purpose of hosting your event, unless otherwise stated and agreed upon prior.

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