

General Information & Conditions of Booking:

Booking Conditions

The requested deposit is required to confirm your booking, no rooms will be held without a deposit. Training Point reserves the right to cancel any tentative booking if the Agreement and deposit have not been received.

Confirmation, Deposit and Payment

The invoice is the Agreement and it's valid for seven (7) days. To secure a room booking, a deposit of \$500 is required within the 7 days.

A room booking will only be confirmed when a deposit has been received. Payment can be made via cheque, credit card or cash. All cheques should be made payable to Australasian Institute of NLP. Training Point reserves the right to cancel any tentative booking unconfirmed by a deposit.

The balance of hire fee must be paid in full before the commencement of any function. The balance is due **at least 7 days before your event** begins. Any additional expenses incurred during the training will be invoiced upon completion of the function.

Cancellations

If an event is cancelled 14 days or less before the function start date, 100% of the function deposit will be forfeited or a cancellation fee will be charged as detailed in the organiser's Venue Agreement.

If an event is cancelled within seven (7) days of the function start date and catering has been ordered, full catering and room hire costs will be charged to the organiser. All venue cancellations must be made in writing.

Change of Date

If the client needs to change the date of the function Training Point will attempt to roll over the function date, subject to availability. If the confirmation deposit has already been received, it will be transferred to the new date. However, if the date change is requested within 14 days of the original date(s) booked, then the change will be treated as a cancellation.

Access Times

Training Point's business hours are from 9:00am to 5:00pm Monday to Friday. We can arrange to open for your setup 45 minutes earlier than our normal open time if required.

Should you require earlier access into the building, or later departure time please contact us on (02) 9264 4357. An excess rate of \$55.00 per hour or part thereof may apply for earlier or later access.

Consumption

Any catering requirements organized by Training Point will incur a 20% surcharge. Organiser's may organize their own catering.

Training Point staff are instructed to follow the National Alcohol Beverage guidelines of Responsible Service of Alcohol. They are instructed not to serve alcoholic beverages to guests under the age of 18, or to guests in a state of intoxication.

Price Variation

Every endeavor is made to maintain prices as printed, however these may be subject to increase without notice.

Final Details & Attendance

Room set-up details, final number of guests, audio-visual requirements and starting and finishing times must be confirmed Five (5) working days prior to the function.

Deliveries

All deliveries must be advised to Training Point prior to the function. All goods are to be delivered to Training Point between 9:00am-5:00pm Tuesday to Friday. All goods must be collected within two working days after the conclusion of your function. Training Point will not accept responsibility for any items delivered or left for collection. Whilst every effort will be made to assist in movement of goods to the function room, assistance will be offered on the basis of staff availability at the time.

Display and Signage

No displays or signage of any sort are to be displayed or affixed to any surface without prior approval from Training Point.

Audio Visual Equipment and Hire Conditions

Training Point will supply any booked/hired audio-visual equipment organised for the duration of the course. If you need assistance with any of the hired equipment at Training Point, we are able to assist you with any information you may need. Any damages to hired equipment will be charged at either the amount to repair the equipment to its original state, or in the event that the item is unable to be repaired, the full replacement value of the equipment shall apply.

Any self supplied equipment is to be set-up, operated, and packed down by the client (Training Point does not accept any responsibility for outside equipment). Training Point is able to supply you with an audio-visual technician to assist with your needs and running of equipment at rates supplied by Training Point.

Compliance

The organiser and invited guests of the organiser will conduct their function in an orderly manner in full compliance with Training Point policies and all applicable laws.

Damages

The function organiser is financially responsible for any damages (other than normal wear and tear) sustained to Training Point or its contents by the organiser or any of the organiser's guests.

Security

Training Point will take every care, but cannot take responsibility for the loss or damage to any equipment or merchandise left on the premises before, during or after your function.

Training Point reserves the right to exclude or eject any guest from a function when Training Point considers their behaviour objectionable or their presence to be likely to give rise to violence or damage to property.

Responsibility

Training Point will not accept responsibility for any loss or damage to **equipment or merchandise left at Training Point prior, during or after** a function.