

Terms & Conditions for

Mt. Lawley Professional Centre Clients

Thank you for your interest in booking with Mt. Lawley Professional Centre. The following terms and conditions apply. If there are any aspects of the terms and conditions you would like to discuss, please get in touch.

Location

We are located at 99 Central Avenue, Mt. Lawley (Cnr Carrington Street). A mud map in *pdf* format is available at www.jetson.net.au.

Making and Paying For a Booking

Please complete the attached booking form and return to us by fax, email or snail mail.

----- Payment in full for the venue component will confirm your booking -----

Your booking must be paid for before we can confirm it. When we receive payment we will forward a Tax Invoice/Receipt to you. **Credit card authority attached.**

Transfer of Booking

If you are unable to go ahead with your booking we can transfer it to another date within the calendar year if you provide (48) hours notice of your scheduled event. This way you retain your full payment.

Requests for transfers that do not give 48 hours working days notice cannot be accommodated and will be treated as a cancellation.

Cancellations

Refunds are not available for confirmed bookings that are cancelled with less than (48) hours notice of the scheduled event.

Guaranteed Numbers for Catering

We are obliged to finalise arrangements with the caterers 2 working days in advance of your scheduled event. So final numbers must be specified 2 working days in advance of venue use. A minimum number of 8 applies to the catering menu.

This number will be considered a guarantee and we will not be able to make any reductions to catering charges if fewer people attend.

Price Variation

All prices quoted and agreed for room bookings are guaranteed fixed at the time of confirmation.

If charges for catering are increased by our supplier we will let you know if your booking is affected. You will have the option of choosing another menu or we will pass the increase on to you at cost.

Accessibility

Please note that whilst the centre has accessible parking and a ramp at the entrance and there is no wheelchair access to toilets.

Environment

For the comfort and safety of others Mt. Lawley Professional Centre is a smoke free and alcohol free environment. Please respect our neighbours and neighbourhood.

Responsible Use Of Venue and Equipment

We encourage you to enjoy the venue and facilities.

Feel free to use blu-tac and butchers paper on the walls. Please avoid sticky tape on painted surfaces.

Whilst we expect normal wear and tear, our policy on damage is clear. Clients are responsible for any damage to premises, property and equipment by the client, their clients, associates or agents. You will be responsible for the cost of repairs or replacement to make good any damage.

Centre equipment includes all equipment provided by us as part of the venue hire or catering, or hired in from a supplier for the client's use on the occasion.

Security and Personal Property

Please take care of your own personal property and valuables as we are not responsible or liable for any damage to or loss of personal items left at the centre during or after a function.

Unforeseen Circumstances

If we are unable to provide you with the agreed service due to circumstances beyond our control we will refund your payment in full a.s.a.p. so that you can make alternative arrangements.

In the case of any unforeseen events that prevent us from meeting our agreed obligations to you, you agree to release Mt Lawley Professional Centre from any liability or loss incidental or consequential to such matters.

External or Self-Supplied Catering

You are not obliged to use our catering or refreshments. You can supply your own caterer or bring your own food and refreshments.

If you want to self-cater, you are welcome to use our kitchen facilities (fridge, microwave, continuous boiling water, cold water bottles, coffee plungers, large airpots, crockery and cutlery). We supply teabags, instant coffee and milk.

A facilities charge of **\$5.00/person/day** applies, whether half or full day.

You agree to leave the facilities you use, including rooms and kitchen in the clean and tidy state in which it was found.

Your Privacy

We only ask for the minimal information so that we can provide a service to you. Your details are confidential and we do not pass them onto anybody

MT LAWLEY PROFESSIONAL CENTRE ... BOOKING FORM 2006

DETAILS FOR TAX INVOICE/RECEIPT

Your name: Position (if relevant).....
Your Organisation:
Address:
Phone: Fax: Email:,.....

BOOKING DETAILS

Date/s Requested:
Daytime: From (not before 8am) am/pm to (not later than 5.30pm) am/pm
Evening: From pm to pm
(Please let us know what your needs are and we can let you know what we can do for you)

No of people attending:
Room required (please tick box)

[] Mango Room [] Red Room [] Other (please specify)

Facilities Required:

- [] Kitchen facilities
[] Whiteboard
[] Copying whiteboard
[] Flipchart
[] Television/video
[] Overhead Projector
[] Data Projector
[] Projector Screen
[] Laptop computer
[] Other (please specify)

*Catering Required:

- [] NONE, we cant to self-cater and agree to the terms and conditions.
[] Continuous Tea/Coffee 1
[] Premium Continuous Tea/Coffee 2
[] Biscuit 6reak
[] Tea Break
[] Juice
[] Working Lunch

Other Requests:

[] (please specify)
Special dietary needs (please specify)

Setup Requirements:

- [] Theatre (seminar) Style [] Board Meeting
[] "U" shape [] Caf  style (nests of tables)
[] Other (please specify)

Other Requests or Special Needs

.....
.....
.....

(please tick if agreed)

[] I have read, understood and agree to be bound by the conditions of booking outlined in the Terms and Conditions of Use for Mt. Lawley Professional Centre.

Signed:
(Authorising Person)

Position:

Date:

- Please forward your booking form to us by fax, email or snail mail.
• We can finalise the arrangements and costing with you before you confirm your booking.
• Payment in full for the venue component is required in order to confirm your booking.
• If we do not receive payment your booking will not be confirmed.
• We will confirm in writing and a receipt will be forwarded to you.

Thank you.

Mt. Lawley Professional Centre
99 Central Avenue Mt. Lawley Western Australia 6050
PO Bo 243 Mt. Lawley Western Australia 6929
Ph: 08 9371 8977 -or- 08 9370 4014 Fax: 08 9370 1722 E: info@jetson.net.au

Mt. Lawley Professional Centre

Credit Card Payment Authorisation

Please complete the details below and return to:

FAX TO: 61 8 93701722

Mt Lawley Professional Centre
PO Box 243
Mt Lawley WA 6929
Ph: 61 8 9370 4014 Fax: 61 8 9370 1722 info@jetson.net.au



I hereby authorise Sally Jetson & Associates to charge this credit card as follows:

Payment for Venue Hire	Amount Authorised \$ _ _ _ _ . _ _
Cardholder Name <i>(please print)</i>	
Credit Card Type	Visa <input type="checkbox"/> Mastercard <input type="checkbox"/>
Credit Card Number	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Expiry Date	_ _ / _ _
Name of person authorising payment <i>(please print)</i>	Name Phone Email
Address Details	Street Address Suburb State Postcode _ _ _ _
Postal Address <i>(if different from above)</i>	PO Box Suburb State Postcode _ _ _ _
Cardholder's Signature <i>(this signature must be same as the signature on the credit card)</i>	
Date of Authorisation	_ _ / _ _ / _ _ _ _

We will keep all information on this form confidential and only use it for the express purpose of this transaction. For more information refer to our Privacy Policy at <http://www.jetson.net.au/privacy.html>

Mt Lawley Professional Centre
in conjunction with
Sally Jetson and Associates Pty Ltd

PO Box 243 Mt Lawley Western Australia 6050
Ph: 08 93704014 E: info@jetson.net.au
Fax: 9370 1722 www.jetson.net.au

Physical Address: 99 Central Avenue Mt Lawley WA



Mt Lawley Professional Centre
99 Central Avenue
Mt. Lawley WA 6050
Located Cnr Central Ave & Carrington St
Enter carpark from Carrington Street
0.9 kilometre from Maylands Train Station

