

BOND UNIVERSITY - GENERAL FUNCTIONS TERMS AND CONDITIONS

Definitions

In this document Bond includes Bond University Limited and Bond University Services Ltd, and any related bodies corporate

Confirmation of Bookings

1. Until a booking is confirmed, Bond University Ltd ('Bond') reserves the right to release the venue and proposed date of the function or event.
2. To confirm a booking you must sign and return this form together with a deposit of \$500.

Quotations and Details

1. To request a quotation you must provide full details of the type of event or function, the time parameters and the numbers involved. A quote will be provided on the basis of this information.
2. Quotations remain valid for 10 days, unless otherwise specified.
3. While every endeavour is made when quoting to cover contingencies, Bond reserves the right to revise the quote at any time preceding final confirmation.

Final Confirmation

1. Confirmed numbers must be provided to the Events Coordinator 48 hours prior to the event.
2. Bond reserves the right to charge for the number of meals prepared in accordance with the confirmed numbers, even if fewer meals are served.
3. If confirmed numbers are not received within the specified time, the numbers specified in the quotation will be taken as final.

Additional Charges

1. Bond may, at its discretion, apply an additional staff charge of at least \$50.00 for events of fewer than 20 persons.
2. Unless otherwise agreed in writing prior to the event, a labour surcharge of \$35.00 per staff member per hour (or part thereof) may apply if an event continues after midnight.
3. A 15% surcharge may be applied for events held on Sundays or Public Holidays.
4. If the event hours differ from those specified in the quotation, Bond may apply additional charges for each additional hour, or part thereof.
5. If no prior arrangements are made to hire AV equipment, an additional charge will be applied if any AV equipment is used.

Cancellation Policy

1. Notice of cancellation given in writing to the Events Coordinator 28 days prior to the function or event date will incur no penalty and any deposit paid will be reimbursed in full.
2. Cancellation within 28 days of the proposed function or event will incur a cancellation fee as follows. Within:
 - a. Twenty-eight (28) days of the event: 25% of the quotation
 - b. Fourteen (14) days of the event: 50% of the quotation
 - c. Forty-eight (48) hours of the event: 100% of the quotation.
 - d. Less than twenty-four (24) hours notice, and without due cause, may result in Bond University declining the provision of equipment for future event requests.

Payment(s)

1. Payment in full is required at the completion of the event unless an account has been arranged previously.
2. Any additional charges or cancellation fees will be invoiced, payment of which is strictly 7 days from the date of invoice.
3. Bond reserves the right to require payment of a bond to be lodged prior to the function beginning.

Menu Arrangements

1. All food and all beverages provided at the event must be supplied by Bond.
2. Neither you nor any of your guests, invitees or outside suppliers may bring food or beverages of any kind onto the premises without Bond's prior written permission.
3. Alterations to the menu and beverages to be served at the event will not ordinarily be possible within 10 days of the event.

Event Location

If the room or location originally designated for the event or function is, or becomes in Bond's opinion, unavailable or inappropriate, Bond may assign an alternative room or location for the event. Reasonable endeavours will be made to seek your approval for the new location.

Set-up, Decorations and Damage

1. You are responsible for taking all reasonable precautions to protect the venue, equipment, exhibits or other property of Bond.
2. No food or drink may be consumed on any carpeted area of the Sports Hall, any squash court or on the stage area.
3. You are not permitted to alter any Bond building or land in any way without obtaining specific written permission. This includes but is not limited to: nailing, screwing, attaching adhesive, painting or drawing on any building surface, tree or fixture, covering any light, fire detection or power supply fitting, restricting access to any doorway, corridor, roadway or path.
4. If applicable, you must advise Bond clearly in writing where you are locating temporary toilets, structures or equipment and where you wish to insert any items into the ground such as pegs, poles or posts. You must not deviate in any way from any given approval, unless changes have been agreed in writing by Bond.
5. You may not disconnect or isolate any building safety device including smoke detectors or alarms.
6. You may not hinder access to any emergency exit within the area. It is illegal to prop open any emergency access door unless an evacuation situation occurs.
7. You must seek written approval from Bond prior to using any displays and/or decorations, other than usual table decorations, for the event.
8. Any damage caused to Bond property during or as a result of the event or function, whether caused through your own action, the actions of guests, contractors or sub-contractors before, during or after the function, will be your financial responsibility, but will exclude any reasonable wear and tear that that can be reasonably expected to occur from the use of Bond property in the normal course of business by you, your agent or invitee
9. Bond will not be responsible for any damage to or loss of merchandise or belongings located or left in any venue prior to, during or after an event or function. We therefore recommend that you arrange your own appropriate insurance.

Security and Safety

1. Bond reserves the right to insist upon the employment of any security staff it deems necessary at any event.
2. Such staff will be arranged and directed by Bond.
3. You will be responsible for the cost of security officers attending the event and all security related expenses.
4. You and your guests must follow all instructions from security personnel or other authorised officer(s) of Bond including the liquor licence nominee, the Event Supervisor or other senior management member.
5. Bond reserves the right to take immediate action, up to and including immediate termination of the event, if instructions are not followed.
6. You must report any safety incident, including first-aid incidents, to campus public safety on extension 51234 and ensure that an incident report is completed.

Cleaning

1. Unless otherwise specified in the quotation, you are responsible for cleaning the venue and must leave the venue in the state in which it was made available to you.
2. If, in Bond's opinion, the venue is left in an unsatisfactory condition, an additional cleaning charge may be levied.

Advertising and Endorsement

Unless specifically authorised in writing by Bond, any advertising for conferences, functions or events must clearly indicate that Bond is the venue for the event and in no way endorses and is in no way academically linked to your business or the conference, function or event.

Entertainment and External Contractors

1. If you engage a band or other entertainment to attend within the Bond premises, Bond may, in its sole discretion, stop, suspend or adjust the level of sound.
2. You must ensure that any external contractor or supplier supplies a copy of a Public Liability Insurance Certificate of Currency with coverage of at least \$10 million (or more if requested by Bond).

Licensee's public risk insurance

You must possess public risk insurance in respect of all invitees and participants present on the Bond site and in respect of any injury however caused to any invitee or participant with an insurer or insurers approved by Bond and in such form as is approved by the University for such amount (having regard to the approved activities, their nature and any form of promotional activity permitted or authorized under the provisions of this Agreement on the part of Bond) as Bond may from time to time reasonably require and will provide to Bond a copy of the policy and a certificate of currency of insurance 7 days prior to the first approved activities, and nominate Bond on any such policy as additional insured for their respective interests. At all reasonable times upon request from Bond, you will provide written evidence that such insurance remains current.

Indemnities and Limitation of Liability

1. Use of Site at your risk

You will use and occupy the approved site and any part of it under this Agreement at your sole risk and you agree that, by this Agreement, Bond is released to the full extent permitted by the law from all liability howsoever arising resulting from:

- (a) any accident, loss, damage, injury or death to persons or property in Bond, the approved site or any part of either of them whilst occupied or used by you under the provisions of this Agreement caused by you and your invitees; and
- (b) any loss or damage suffered by any person or persons arising out of the exercise by Bond of any right or discretion under this Agreement.

2. No responsibility for selection and performance of activities

The rights and powers of Bond under this Agreement will not be deemed to impose upon Bond any responsibility or liability for the activities in the approved site or any part of it and you will ensure that no such activity will bring Bond or the Site into disrepute.

3. No responsibility for adequacy of venue

Bond does not give any warranty that the approved site is adequate and/or fit for the approved activities and you agree that you will satisfy yourself to such matters. Bond will not be liable to you for any loss or damage howsoever caused arising wholly or partially from the approved site not being adequate and/or fit for the licensed activities.

4. Use of Bond University's employees

You shall not be relieved from any liability, obligation or duty to Bond under this Agreement or otherwise by reason only of the fact that such liability, obligation or duty to Bond under this Agreement or otherwise arose wholly or partially as a result of the acts or omissions of any employee of Bond if at such time the employee was acting or performing work on behalf of, for the benefit of or under the direction, order, supervision or control of you.

Special Conditions

1. You are not permitted to allow any Bond room or facility to be used for any illegal purpose.
2. Persons under the age of 18 may not be served or supplied with alcohol.

Basis of Agreement

1. Bond reserves the right to terminate any function or event without being held liable if you fail to observe or comply with directions from Bond.
2. Performance of this agreement is contingent upon Bond's ability to complete the same and is subject to matters or events which are beyond Bond's direct control.
3. In no event shall Bond be held liable for any loss of profit or consequential damages.
4. In no event shall Bond's total liability exceed the total amount of the services contracted.

I/We hereby agree to the above terms and conditions.

Dated this _____ day of _____, 2____.

Signature: _____

Name: _____

Name of Organisation: _____

Date(s) of booking: _____

Approval Required:

Occupational Health & Safety:

Name:

Signature:..... Date:

Comments:.....

Risk Management & Insurance:

Name:

Signature:..... Date:

Comments:

Food & Beverage:

Name:

Signature:..... Date:

Comments:.....

Facilities Management:

Name:

Signature:..... Date:

Comments:.....

Security:

Name:

Signature:..... Date:

Comments:.....

Marketing:

Name:

Signature:..... Date:

Comments:.....

Final Authorisation:

Event Approved

Event Declined

Signature:

Signature:

Date:

Date:

Approval is provided on condition of the following points:

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Equipment Request Form

Date: ____ / ____ / ____

Event name:

Contact name:

Ph:

Email:

Date and time required:

Location:

Date of return/pickup:

Equipment	Quantity	Returned

- This form must be submitted together with the Event on Campus Approval Form, to the Office of Risk & Audit.
- There will be no charge for the equipment however **charges will be incurred if any items are broken or not returned**. This fee will be charged to the student's account.
- Cancellation with less than twenty-four (24) hours notice, and without due cause, may result in Bond University declining the provision of equipment for future event requests.

Signature _____

Student ID _____



TICKET SALES APPROVAL FORM

This form must be lodged at the Office of Risk & Audit, a minimum of **ONE WEEK** prior to the proposed event. Sales can only occur upon final authorisation from the Office of Risk & Audit.

Name of event tickets being sold for:

Organiser's name: Student Number:

Contact numbers:

Email address:

Proposed dates:

Proposed times:

Proposed venue:

Will equipment/structures not owned by Bond be brought onto campus? YES / NO

If yes; please specify:

Is the event you are selling tickets for occurring on campus? YES / NO - If yes; event no:

Is poster approval required? YES / NO (approval through Student Council)

Organiser's signature: **Date lodged:**

Bond University Student Association (B.U.S.A.) Approvals:

Poster approval:
 Name: Signature: Date:

This event is NOT occurring on campus:
 Name: Signature: Date:

This event IS occurring on campus:
 Name: Signature: Date:

Office Use Only:

Operations Approval:
 Name: Signature: Date:

Infra lodged Date: Infra no:

Facilities Management – equipment requirements:

Chairs: Tables: Pin Board: Power Box:

Other:

**PLEASE REMEMBER TO SIGN THE TERMS & CONDITIONS ON
PAGE 2**

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3. You may not disconnect or isolate any building safety device including smoke detectors or alarms.
4. You may not hinder access to any emergency exit within the area. It is illegal to prop open any emergency access door unless an evacuation situation occurs.
5. You must seek written approval from Bond prior to using any displays and/or decorations, other than usual table decorations, for the event.
6. There will be no charge for equipment borrowed, however charges will be incurred if any items are broken or not returned. This fee will be charged to the student's account.
7. Any damage caused to Bond property during or as a result of the event or function, whether caused through your own action, the actions of guests, contractors or sub-contractors before, during or after the function, will be your financial responsibility.
8. Bond will not be responsible for any damage to or loss of merchandise or belongings located or left in any venue prior to, during or after an event or function. We therefore recommend that you arrange your own appropriate insurance.

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You and your guests must follow all instructions from security personnel or other authorised officer(s) of Bond. You must report any safety incident, including first-aid incidents, to campus public safety on extension 51234 and ensure that an incident report is completed.

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Basis of Agreement

Bond reserves the right to terminate any event without being held liable if you fail to observe or comply with directions from Bond.

I/We hereby agree to the above terms and conditions.

Dated this _____ day of _____, 2_____.

Name

Signature



Accommodation, Food & Beverage Division

PROVISION OF CATERING SERVICES

Bond University Food & Beverage Division is the exclusive caterer for any and all food service functions on campus. However, for certain events where special requirements are requested, outside caterers/suppliers can provide some or all of the food for the event under the following guidelines which must be agreed to by the caterer/supplier before permission is granted by Bond University Limited ('BUL') for the provision of the food or services:

1. The Caterer/supplier understands and agrees that it must be a licensed food premises or supplier, and BUL requires the supplier to furnish the following:
 - A certificate of currency for public liability insurance for \$10 million;
 - A current licence for food premises; and
 - A current business licence.
2. BUL reserves the right to refuse any request for external catering if it deems in its absolute and sole discretion that the food or supplier does not comply with the Food Act 2006 (Qld), the Food Regulation 2006 (Qld) or the Food Production (Safety) Regulations 2002 (Qld) as amended from time to time or it is established by BUL that Bond University Food & Beverage Division can supply an equivalent product at the equivalent cost or less.
3. The caterer/supplier and their contractors or agents must supply temperature and time records for the period, at time of loading (dispatch) and arrival at BUL and during the proposed event. These are to be submitted to BUL at the conclusion of the event.
4. As BUL has no control over the supply of food by others, BUL, its officers, directors, employees, agents or associated bodies corporate are not liable for any damage, injury, cost or liability resulting from the consumption or preparation of food products supplied by the caterer/supplier and in the event of food borne illness the event organiser or caterer/food supplier accepts full responsibility and indemnifies BUL from any claim or damages resulting from such illness.
5. The caterer/supplier agrees that it will comply with all relevant laws and requirements including all applicable Australian Standards and occupational health and safety legislation and assume all responsibility for such compliance and indemnifies BUL for any failure by it to comply.
6. Any permission that is granted to sell food and beverages is limited to this single event, and may be withdrawn at BUL's absolute discretion where any breach of this agreement is identified by BUL or its agents.
7. Dark-coloured liquids may not be served in carpeted areas, and the caterer/supplier will be held liable for food or beverage damage or stains, and the caterer/supplier will be completely responsible for cleaning the area and discarding any rubbish. The caterer/supplier will assume complete liability for any resulting clean-up charges from the hosting facility.

I have read and understood the above terms and conditions and understand that I may be deemed liable in the event of an outbreak of food borne illness, or any damage caused in the preparation or consumption of food at or during the event.

Name of Event:

Caterer/Supplier:

Name:

Signature:

Contact Number:

Date:

Description of food:

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