



TERMS & CONDITIONS

In these Terms and Conditions “you” and “your” refers to the Company identified in the Enquiry Form and “we”, “us” and “our” refers to the Law Society of New South Wales

- 1. Booking Confirmation:** A booking for a Meeting is not considered confirmed until we have received a written confirmation from you. We reserve the right to cancel the booking and allocate the space to another booking, if your confirmation is not received at least 14 days before the scheduled date of the Meeting.
- 2. Food and Beverage:** We will supply food and beverages as agreed in writing which are to be consumed during your Meeting. You are not permitted to bring any food or beverages onto our premises or remove any food or beverages from our premises.
- 3. Final Function Details:** Food and beverage arrangements, audio visual requirements, room set ups, starting and finishing times must be confirmed at least 14 days prior to the Meeting.
- 4. Final Numbers:** Final numbers are required 2 business days prior to the Meeting and charges will be based on the greater of minimum numbers or final head count. Should the final number be less than the guaranteed minimum number a room hire fee will be applied to make up the difference.
- 5. Re-allocation of space:** We reserve the right to reallocate the Meeting to a smaller room should the expected numbers decrease below the confirmed minimum.
- 6. Payment:** We will issue you with a tax invoice at least 10 days prior to the Meeting which must be paid at least 7 days prior to the Meeting. We reserve the right to cancel the booking and allocate the space to another booking, if this payment is not received on time. We will issue you with a further tax invoice for any extra charges (such as for additional food and beverages consumed or phone and web conferencing charges) which must be paid within 7 days of the Meeting.
- 7. Cancellation:** If you cancel the Meeting 7 days or less prior to the scheduled date of the Meeting (including by non-payment under clause 6), 100% of the amount of the tax invoice previously issued by us is payable by you as a cancellation fee.
- 8. Scheduled Times:** You agree to begin the Meeting and vacate the room at the agreed scheduled times. If the Meeting extends beyond the agreed finishing time, we reserve the right to impose a surcharge.
- 9. Other Functions:** We reserve the right to book other Meetings in the same room up to 30 minutes before the scheduled Meeting commencement time and 30 minutes after the scheduled Meeting finishing time. We also reserve the right to book concurrent Meetings in adjoining rooms.
- 10. Delivery and Collection of Goods:** We will only accept delivery of goods 1 business day prior to the Meeting between the hours of 9 am and 4 pm (unless we have agreed to alternate arrangements) and all goods must be removed on completion of the Meeting. If the goods are not removed on completion of the Meeting, we reserve the right to store the goods pending collection by you or forward these goods to you by courier at your cost. We are not liable for any loss, destruction or damage to any goods.
- 11. Decoration:** No items are to be nailed, screwed, stapled or adhered to walls, doors or other surfaces in our premises. Any signage in common areas is subject to our approval.
- 12. Filming and Photography:** You must obtain our prior written consent to any filming or photography on our premises and must comply with any requirements we impose.



THE LAW SOCIETY
OF NEW SOUTH WALES

13. **Compliance:** You are responsible for compliance with all applicable laws and regulations in relation to your Meeting and the orderly behaviour of your employees, agents, contractors and guests. We reserve the right to intervene as we consider necessary including, without limitation, adjusting any set up to ensure compliance with fire, health and safety codes. Our premises are strictly non-smoking.
14. **Force Majeure:** We are not liable for any loss or damage to you if we are unable to hold the Meeting due to act of God, act of public enemy, war, earthquake, riot, flood, explosion, compliance with any law or government order, strike, lock out or any other cause not reasonably within our control.
15. **Liability:** You are liable and indemnify us for any loss, destruction, damage or injury to any person or property and for any claim, liability, loss or expense suffered by us which is caused or contributed to by you or your employees, agents, contractors or guests.
16. **Privacy:** We respect your privacy and the confidentiality and security of personal information provided by you to us. How we handle your personal information is explained in our Privacy Policy linked at the foot of our website.
17. **Law:** These terms and conditions are governed by the laws of New South Wales and you irrevocably submit to the exclusive jurisdiction of the courts of New South Wales.