



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 an Event 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 one month before the scheduled date of the Event.
- 2. Food and Beverage:** We will supply food and beverages as agreed in writing which are to be consumed during your Event. You are not permitted to bring any food or beverages onto our premises or remove any food or beverages from our premises. We will adhere to the laws regarding responsible service of alcohol.
- 3. Final Function Details:** Menus, beverage arrangements, entertainment, audio visual requirements, room set ups, starting and finishing times must be confirmed at least 21 days prior to the Event.
- 4. Final Numbers:** Final numbers are required 2 business days prior to the Event 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 Event to a smaller function room should the expected numbers decrease below the confirmed minimum.
- 6. Payment:** We will issue you with a tax invoice at least 14 days prior to the Event which must be paid at least 7 days prior to the Event. 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) which must be paid within 7 days of the Event.
- 7. Cancellation:** If you cancel the Event 7 days or less prior to the scheduled date of the Event (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 Event and vacate the function room at the agreed scheduled times. If the Event extends beyond the agreed finishing time, we reserve the right to impose a surcharge.
- 9. Other Functions:** We reserve the right to book other functions in the same function room up to one hour before the scheduled Event commencement time and one hour after the scheduled Event finishing time. We also reserve the right to book concurrent functions in adjoining rooms.
- 10. Delivery and Collection of Goods:** We will only accept delivery of goods 1 business day prior to the Event 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 Event. If the goods are not removed on completion of the Event, 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. Outside Contractors:** Any outside contractors must liaise with us at least 7 days prior to the Event in relation to delivery, set up and break down. Outside contractors must comply with all laws and regulations and any instructions we may give. All outside contractors will be required to obtain their own public liability insurance for a minimum of \$10,000,000 and must on request provide us with a certificate of cover.



THE LAW SOCIETY
OF NEW SOUTH WALES

12. **Decoration:** No items are to be nailed, screwed, stapled or adhered to walls, doors or other surfaces in our premises. No explosive cannons, smoke machines, internal fireworks or free floating balloons are permitted. Any signage in common areas is subject to our approval.
13. **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.
14. **Compliance:** You are responsible for compliance with all applicable laws and regulations in relation to your Event 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.
15. **Force Majeure:** We are not liable for any loss or damage to you if we are unable to hold the Event 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.
16. **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.
17. **Insurance:** It is your responsibility to obtain appropriate insurances and to provide us with a certificate of cover on request.
18. **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.
19. **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.