



Terms & Conditions for Sfera's Park Suites and Convention Centre In-House Events

- 1. Contact Person:** Please note that the person placing the booking will be responsible for payment and communicating the terms and conditions to the group and will be the primary contact for Sfera's Park Suites and Convention Centre.
- 2. Deposit Payment:** A non-refundable deposit of **\$40 per person** is required to secure your booking and must be paid within 14 days after the booking has been made. If no deposit is received within 14 days, the booking may be cancelled at Sfera's Park Suites and Convention Centre's discretion. In the event that the show may be full or if other parties are interested in booking we may request you to pay your deposit at an earlier date to secure your booking. Please note: we do not accept part payments or multiple transactions for deposit payments.
- 3. VIP Tickets:** All non-refundable VIP tickets (\$25.00) must be paid at the time of deposit payment.
- 4. Members:** The Sfera Group Members can receive 5% off tickets to in-house events. A member number must be provided on the Booking Information Form to receive discount. Discount will not be provided if the member number is not provided on this form **at the time of booking**.
- 5. Tables:** Tables are made up of 10-12 guests. Individual bookings (of less than 10 guests) are accepted. If you make a booking which is not a group of 10-12 guests then you will be allocated to a table with other guests to make up 10-12 seats on that table.
- 6. Final Payment:** Final payments must be received no later than **Friday, 23 September 2016**. Bookings made after this time will be required to pay in full at the time of booking. Please note: we do not accept part payments or multiple transactions for final payments.
- 7. Cancellation: Under no circumstances will deposit payments, final payments or seats be refunded (this includes Early Bird payments). In the instance of a reduction in numbers, any payments already made will be forfeited and are not able to be used toward a deposit or final payment of another seat.**
- 8. Responsible Service of Alcohol:** Sfera's Park Suites and Convention Centre reserves the right to expel or eject from the venue any person attending a function who behaves in an unruly unlawful manner. We are required by law to ensure that alcohol is consumed responsibly. In the interests of everyone's safety and enjoyment, excessive alcohol consumption and/or irresponsible behaviour by individuals must be identified and controlled early, with the supply of alcohol to those concerned stopped at that point. Please note that you are responsible for the behaviour of your guests. Our staff will work with your designated representative to assist. Failure to comply could result in legal, liability and compensation issues.
- 9. Responsibility:** Sfera's Park Suites and Convention Centre is not liable nor accepts any responsibility if bookings are cancelled due to a client breaching the terms of this agreement.

I _____ understand and accept the above Terms and Conditions. I understand that I am responsible for the deposit and final payments for this booking and that this booking may be cancelled at Sfera's Park Suites and Convention Centre's discretion should the deposit and final payment not be received on the above due dates.

Signed: _____ Date: _____

Return to Sfera's Park Suites and Convention Centre:
191 Reservoir Road, Modbury SA 5096
Scan & Email: reception@sferas.com
Fax: 08 8397 8698