

Radisson Blu Plaza Hotel Sydney – Terms and Conditions (Event)

- 1 Tentative Bookings** - will be held for a period of 7 days only, after which time, the space will be released unless deposit and signed contract is received.
- 2 Deposit and Payment Schedule:**
- 25% deposit and signed contract is due to confirm event.
 - 60 days prior to arrival, a further 50% deposit is required.
 - The balance of the event (confirmed accommodation, meeting space and AV) must be paid 3 business days prior to the commencement of the event unless you have established credit facilities with the hotel. We accept cash, credit card and Direct Debit/Funds Transfer. When paying by credit card a 1.5% surcharge will apply.
- If you fail to make the deposit payment(s), we are entitled to withdraw from the Agreement and to claim compensation for damages equivalent to cancellations charges applicable at that time.
- 3 Cancellations** - The Hotel must be notified of all cancellations in writing. The following cancellation conditions apply to all event bookings:
- a) 90+ days prior to the start date of the event the full deposit will be refunded.
 - b) 60-89 days prior to the start date of the event the initial deposit paid will be charged (25%)
 - c) 31 - 59 days prior to the date of the event 25% of the total event will be charged (based on estimated numbers, accommodation, AV)
 - d) 15 - 30 days prior to the date of the event 50% of the total event will be charged (based on estimated numbers, accommodation, AV)
 - e) 8-14 days prior to the date of the event 75% of the total event will be charged (based on estimated numbers, accommodation, AV)
 - f) 1-7 days prior to the date of the event 100% of the total event will be charged (based on estimated numbers, accommodation, AV)
- If it has been agreed that you can cancel without incurring costs within a defined period, we are also entitled to cancel the Agreement within this period without any obligation to you.
- 4 Date Alteration** - If an event is confirmed and then changes dates, it is treated as a cancellation. Please refer to the above cancellation clause. Alternate dates are subject to availability and will be re-quoted prior to confirmation.
- 5 No Transfer.**
- You are not allowed to assign or transfer the Agreement, nor to sublease the contracted facilities to any third party, including a group company being affiliated with you, without our prior written consent.
- 6 Final Details** – Food and beverage choices, audio visual requirements, room set ups, start and finish times, estimated numbers and all event details must be **confirmed in writing 7 days prior** to the start date of the function. Final numbers and dietary requirements must be **confirmed in writing 3 days prior**.
- 7 Room Allocation** - If the room or rooms reserved herein cannot be made available to the patron for causes beyond the control of the Hotel, or if substantial drop in final numbers occurs, Radisson Blu Plaza Hotel Sydney reserves the right to substitute similar or comparable rooms for the event. This substitution shall be deemed by the patron as full performance of Radisson Plaza Hotel Sydney obligations under this Agreement.
- 8 Final Numbers** - Confirmation of numbers is required no later than, 3 business days prior to the day of your event. After this time no downward adjustments in the total catering cost is possible. In the event that this does not happen, final numbers will be confirmed based on the numbers stated on the final Banquet Event Order or the final head count, whichever is greater.
- Should there be any changes to the function room/s set up less than 24 hours prior to the event. There may be an additional labour fee incurred. This will be at the discretion of the Event Manager
- 9 Prices** - The rates are offered in local currency and include applicable taxes and service charges. The rates are subject to reasonable increase by us if unexpected increases in taxes, cost of goods, or limitations of supply outside of our control occur and the period between your signing of the Contract Proposal and the start date of the Event is no less than 12 months.
- 10 Room Hire** - Is subject to period required, numbers of guests in attendance and overall catering requirements. Our Conference and Events team will discuss Room Hire along with your requirements. When attendee numbers fall below the contracted minimum, the remainder is made up in room hire.
- 11 Security and Insurance**- Whilst the staff of Radisson Blu Plaza Hotel Sydney will take every care with the security and protection of property and guests, we are unable to accept any responsibility for damage or loss of equipment or merchandise prior to, during or after the event. As Function Rooms are public areas, we recommend that you do not leave your valuables unattended. All function areas carry signs to indicate this and therefore the Hotel will not accept any liability. The Organiser must arrange for public liability and property insurance, as well as security to protect its assets, employees, delegates and third parties. Hotel security is available and charges are on application.
- 12 Outside Contractors** - For all exhibitions and setups produced by outside contractors, plans must be approved by the Hotel's Chief Engineer a minimum of 14 days prior to your event. The outside contractors must liaise with the Hotel's Chief Engineer or Event Coordinator in all matters of delivery, setup and breakdown. Delivery items must be labelled correctly.
- 13 Compliance** - The Organiser will be responsible to ensure the orderly behaviour of delegates and the Hotel reserves the right to remove those persons who in its opinion are conducting themselves in a manner which is causing a disturbance or nuisance.
- 14 Damages** - Organisers are financially liable for any damage sustained by Hotel property whether through their own action or through the action of their appointed sub-contractor or delegates. This also entails that nothing is to be nailed, screwed or fixed to any wall, door or surface, which forms part of the Hotel structure. The patron is financially responsible and agrees to indemnify Radisson Blu Plaza Hotel Sydney for all damage sustained to the Hotel and grounds before, during or after an event as caused by the action of invitees/guests of the Organiser.
- 15 Other Functions** - The Hotel reserves the right to book other functions in the same function room up to one hour before the scheduled function commencement time and one hour after the scheduled function finishing time. Additionally, the Hotel reserves the right to book another function in adjoining rooms at any time. Unless a 24-hour block is made on the function space, the Hotel reserves the right to dismantle the meeting room set-up and allocate space to other clients during non-use hours.
- 16 Pre-Function Area** - As the pre-function area is open plan, no client has the sole right to the total pre-function area and each client is limited to the pre-function area immediately adjacent to their function room, unless both function rooms are booked in conjunction. At all times flow spaces must be left clear for ease of movement of all clients.
- 17 Fire Life Safety** - The Hotel retains the right to adjust any set up to ensure fire life safety codes are not breached.
- 18 Delivery and Collection of Goods** - Delivery of goods should be arranged two working day prior to the event, and collected within two working days following the conclusion of the event. Please note that the hotel does not accept responsibility for the loss or damage of any materials accepted/stored by the hotel. Event items will only be stored after event completion if pre-arranged.
- Correct delivery/collection label must be attached to all items.
- 19 Liquor License Policy** - The event shall be conducted in all respects, in an orderly and lawful manner and in accordance with the conditions attached to Radisson Blu Plaza Hotel Sydney licences, granted pursuant to the New South Wales Liquor Act, 1992.
- 20 Hotel's Termination Rights**
- We are entitled to terminate the Agreement with immediate effect upon written notice to you, if
- (i) circumstances which are out of our control, make it impossible to render the agreed Hotel Services to you and to fulfil our contractual obligations under the Agreement;
 - (ii) we have reason to assume that you have made misleading or false statements about the purpose of the Event and your use of our facilities and Hotel Services would harm or endanger our normal operation or reputation; or
 - (iii) bankruptcy or settlement proceedings have been initiated against you or a foreclosure decree has been issued in respect of any of your assets.
- We shall not be liable to compensate you for any loss or damage incurred as a consequence of our termination of the Agreement hereunder, except as specified in (i).