



Solutionist Centre

- Booking Form - Terms & Conditions



The Solutionist Group

SKILFUL SOLUTIONS FOR COMPLEX PROBLEMS

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The Solutionist Group ACN 107 863 507

(Your booking confirms agreement to these terms) With: Dispute Solutions P/L & Solutioneering International P/L

1. Communication - Enquiries, Bookings and Arrangements

Our Centre Manager and Office Manager are at your disposal to answer questions, provide quotes, confirm bookings and manage events. They can be contacted on (03) 9600 4921.

2. Hours of Operation

Standard hours are 8.30am to 5.30pm, Monday to Friday. Other times by arrangement.

3. Half Day Bookings

We charge half day rates for four hours, or less, use of the Centre. The period of use must either end before, or start after 1.00pm on any day. More than four hours => full day rate.

4. Fixed Price Quotes & Booking Confirmations (all references to "days" = working days).

We will send you a written quote as soon as we receive your completed Booking Form. Quotes remain valid for seven days. To secure your booking, please accept our quote in writing (fax or email are fine) and pay your deposit within 2 days, as per paragraph 6 below.

5. Room Allocation

Solutionist Centre reserves the right to substitute alternative rooms, at no extra cost to you.

6. Payment

Please pay at least 50% of the quoted cost to confirm your booking. The balance must be paid on or before the first day of your event. We accept cash, cheque, credit cards and EFT.

7. Cancellation of Bookings (all references to "days" = working days).

If a booking is cancelled, the following charges may apply to your deposit, at our discretion:

0-1 days notice	90% of quoted price.
2-5 days notice	50% of quoted price.
6+ days notice	Full refund applies.

8. Postponement of Bookings

You can suspend your booking, provided you give us at least 5 days notice. We will retain your deposit for later use. If less than 5 days notice is given, cancellation charges may apply.

9. Disclaimer of responsibility for loss and damage

Neither we, nor anybody associated with us, may be held responsible for any loss or damage whatsoever to property brought into the Centre. You indemnify us against any such losses.

10. Your responsibility for damage

You may be required to make good any damage you cause to Centre property or equipment.

11. Acceptance of Terms & Conditions

By signing the acknowledgement in the Booking Form, you accept that you have read, understood and agree to comply with the above terms and conditions.