

## **RSPCA NSW EDUCATION CENTRE TERMS & CONDITIONS**

### **BOOKING Details:**

This booking is for the date, number of attendees, and resources and rooms provided as shown above.

### **DEPOSIT**

The deposit must be provided within 7 days of the deposit invoice date.

The event holder agrees that RSPCA NSW may take alternate bookings if the deposit is not paid in accordance with this term

### **FULL PAYMENT**

The full event fee is payable and will fall owing 7 days prior to the event.

An additional invoice will be generated for any additional fees incurred during the event

RSPCA NSW may refuse entry on the day if payment in full has not been received. Unpaid invoices will incur a 10% penalty for balance invoices paid after due date.

### **CANCELLATION**

The deposit is refundable if the event holder cancels with at least 30 days written notice. If a request for a change of date is received and there is availability, RSPCA NSW, at its sole discretion, may decide to apply amounts received toward a new booking.

If the event is cancelled by the Event holder with less than 7 days' written notice the total booking amount will be forfeited.

RSPCA NSW reserves the right to cancel the Event due to extreme bad weather or circumstances beyond its reasonable control such as COVID-19, terrorist threat or force majeure. If the Event is cancelled, no refunds will be given.

### **FINAL NUMBERS**

Your final attendance numbers must be provided at least 7 days prior to arrival. The amount payable will be calculated using these numbers as a minimum, even if fewer guests attend.

### **SUB-LETTING**

Event holders must not sub-let space to another organisation, individual, company or business without the express written consent of RSPCA NSW.

## **WASTE**

Event holders may only place a reasonable amount of rubbish in the bins provided at the event site. Excessive rubbish, including large boxes, must be taken by the exhibitor offsite to avoid overfilling bins and disposed of at the exhibitor's expense.

## **DAMAGE**

Event holders and their attending staff are liable for any damage caused to the venue or equipment hired through RSPCA NSW and will be liable for the repair or replacement of the damaged items.

## **FUNDRAISING**

Event holders must not fundraise (including by money collection tins) for any charity other than RSPCA NSW at the Event, without prior written approval by the RSPCA NSW.

## **RELEASE FROM LIABILITY**

Event holders agree that they will not make any Claim (including any actions, suits or demands) against RSPCA NSW (including its employees, volunteers, agents, sponsors and/or contractors) for Loss (including but not limited to damages, costs, expenses, compensation, personal injury, property damage or damage to third party property including animals) arising from or in any way related to the Event.

## **INDEMNITY**

Event holders participate in the Event at their own risk and agree to indemnify RSPCA NSW (including its employees, volunteers, agents, sponsors and/or contractors) in respect of any Claim (including any actions, suits or demands) for Loss (including but not limited to damages, costs, expenses, compensation, personal injury, property damage or damage to third party property including animals) arising from or related to the Event.

## **WORK HEALTH AND SAFETY ("WHS")**

Event holders acknowledge that the event is being held on the premises of a working animal shelter. Event holders are expected to follow best practice safety standards and abide by WHS legislation to ensure the Event is always safe and compliant with WHS laws. All attendees must follow all NSW Government Covid #19 Health Orders and Directions applicable to the booking date.

## **INSURANCE**

If requested, event holders must provide a copy of their Public Liability Certificate of Currency with their booking request form. Coverage must be valid for the Event date with insurance coverage for a minimum of \$10 million. Failure to provide a valid Public Liability Insurance certificate will result in the application being incomplete and will prevent RSPCA NSW from assessing the application.

## **RESTRICTED ITEMS**

RSPCA NSW retains the right to cancel events at its complete discretion which do not properly meet the objects and aims of RSPCA NSW or are likely to conflict with RSPCA NSW animal welfare policies and guidelines.

RSPCA NSW reserves the right to refuse the presence of any products, information or services that it deems inhumane or harmful to animals or does not align with RSPCA Policies and Positions.

## **BOOKING AUTHORISATION**

- •I have read and agree to abide by the Terms and Conditions above.
- •I agree that I will follow all directions given by RSPCA NSW staff at the Event.
- •Failure to comply with these Terms and Conditions may result in refusal of your application or in cancellation of the Event.
- •Event holders acknowledge that the terms and conditions contained in this application are binding once the application is approved by RSPCA NSW.