

1. Scope

These general terms and conditions ("T&C's") govern the agreement entered into between you and us for our hotel services to be provided to you, on the date(s) set out in the Contract Proposal. The Contract Proposal becomes a legally binding contract when signed by both parties. The Contract Proposal cannot be transferred to a third party without our prior consent and we reserve the right to amend rates and conditions in case of transfer.

2. Definitions

«Agreement» means the agreement for Hotel Services entered into between you and us by way of your timely and written acceptance of our Contract Proposal.

«You» means the party to which the Contract Proposal is addressed.

«We, our, us» means the {Hotel's legal name and address}.

«Contract Proposal» means the written Proposal for Hotel Services for your Event and may comprise meeting and event space rental, food and drinks, overnight accommodation and other services.

«Event» means one or more consecutive days specified in the Contract Proposal on which you intend to gather a defined number of persons at our premises for a specific purpose.

«Hotel Services» mean the services offered by us for your Event as specified in the Contract Proposal and accepted by you through your timely countersignature of the Contract Proposal (including, but not limited to, guest room accommodation, meeting room and event space rental, equipment, food and drinks and other).

3. Guest Rooms

We shall provide you with guest rooms as specified in the Contract Proposal.

Check-in time is from 3.00pm on the day of arrival. Check-out time is 11.00am on the day of departure, unless otherwise specifically agreed upon with you. An additional charge may be required in the case of late check-out and is subject to availability on the day. If a delegate leaves before the agreed date of departure, cancellations fees may apply.

Any changes in the number of delegates and guest rooms needed shall be communicated to us immediately. If the number increases, we will do our best to accommodate the additional delegates, but this cannot be guaranteed.

If we are unable to provide guest rooms as confirmed by us, we shall notify you as soon as possible. Alternative accommodation will then be provided at the nearest comparable hotel at our expense. We will also cover the costs for a telephone call and one daily round-trip transportation between the other hotel and us.

4. Cancellations

Event Cancellation policy - The Hotel must be notified of all event cancellations in writing. If the Hotel is notified in writing:

- a) 90 days prior to the date of the event the full deposit will be refunded
- b) 60 - 90 days prior to the date of the event 50% of the deposit will be refunded
- c) 30 - 60 days prior to the date of the event the full deposit will be charged
- d) 7 - 30 days prior to the date of the event the full deposit and 25% of the total estimated food and beverage revenue and room hire will be charged
- e) 48 hours - 7 days prior to the date of the event the full deposit and 50% of the total estimated food and beverage revenue and room hire will be charged
- f) Less than 48 hours prior to the date of the event the total estimated food and beverage revenue and room hire will be charged

5. Rates

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 2 months. If you cancel the contracted Hotel Services by more than (30%) we are entitled to reasonably increase the rates specified in the Contract Proposal, regardless of any applicable cancellation charges.

6. Deposit

In the event that a deposit has been requested this must be paid within (14) days after your signing of the Contract Proposal. Additional deposit payments may be required prior to your Event. 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 when the deposit payment was due. To the extent delegates are requested to settle guest room charges and daily delegate package fees on an individual basis, we are entitled to request a security deposit in the form of a credit card guarantee or similar from the delegate. If you are requesting credit facilities completed credit application forms are required (21) days prior to the start date of the Event.

7. Payment

You shall pay all fees and charges for Hotel Services as set out in the Contract Proposal. All extra charges incurred by delegates or by you during the Event shall be paid upon departure. If credit is granted and agreed by us, full settlement must be made within (14) days from receipt of the invoice. We may charge interest for delayed payment, of (1½%) per month or the maximum interest rate permitted by applicable law if lower. To the extent individual payment by delegates is agreed, you shall duly inform the delegates thereof. You shall be jointly and severally liable for the due settlement of guest room charges and daily delegate package fees on an individual basis, which shall be made upon departure.

8. 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 out 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 the 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 termination of the Agreement.

terms & conditions

Quote - Valid for 7 days only, after which time, the quote will be expired. All prices quotes are in Australian dollars (\$AUD)

Deposit -25% deposit required at time of booking along with signed contract and credit card details to secure the booking.

Balance - Balance of the event must be settled by 5 days prior to the day of the event unless credit facilities have been established with the hotel. We accept direct deposit and credit card payments only.

Final Details - Minimum numbers, menus, beverage arrangements, entertainment, audio visual requirements, room set ups, schedule of event all must be confirmed in writing no later than 5 days prior to the event date.

Room Allocation - 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 Hotel & Suites 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 Hotel & Suites Sydney obligations under this Agreement.

Surcharges - Should your event extend past midnight an additional charge per hour may apply.

Account Settlement - If payment is by credit card or funds transfer, credit card details or remittance advice need to be provided five working days prior to the function, to your assigned events coordinator. Credit card payment will be made for the total amount of event on the day of For additional charges incurred throughout this event, settlement will be required on the day of departure.

International Funds Transfer - An additional transfer of funds fee may apply when transferring funds to the Hotels bank. This will be your sole responsibility at time of transfer and may be billed at the end of the event if not already paid for.

Final Numbers / Reduced Numbers - Confirmation of numbers is required 5 working days prior to the day of your event. Should any decrease to the final catering numbers be made the minimum catering spend will still apply and payment will be adjusted accordingly.

Prices - Will be confirmed in writing along with final function details. Every endeavor is made to maintain prices as printed, but these may be subject to increase at Management's discretion.

Room Hire - is based on the availability, duration of event, numbers of guests in attendance and catering requirements. Your Event Coordinator will discuss room hire based on the above.

Security - Radisson Hotel & Suites Sydney will not accept responsibility for the loss or damage to any equipment or merchandise left on the premises prior to, during or after your Event. Please be advised that as function rooms are public areas, we recommend that you do not leave your valuables unattended. All function areas carry signs to clearly indicate this and therefore Radisson Hotel & Suites Sydney 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.

Outside Contractors - For all stage setups produced by outside contractors, plans must be approved by the Hotel's Events Coordinator a minimum of 14 days prior to your event. The outside contractors must liaise with the Hotel's Events Coordinator in all matters of delivery, setup and breakdown.

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.

Displays and Signage - 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.

Damages - The patron is financially responsible and agrees to indemnify Radisson Hotel & Suites 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.

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.

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. At all times flow spaces must be left clear for ease of movement of all clients.

Fire Life Safety - The Hotel retains the right to adjust any set up to ensure fire life safety codes are not breached.

Delivery and Collection of Goods - The Hotel will only accept delivery of goods three working day prior to the event, and all goods must be collected within three working days following the conclusion of the event. The Hotel accepts no responsibility for any items delivered or left for collection. Operating hours of the Hotel's Loading Dock : 8:00am to 5:00pm Monday to Friday (Except Public Holidays).

Insurance - Whilst the staff of Radisson Hotel & Suites 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 property before, during or after the event. We recommend patrons arrange their own insurance/security for items of value or corporate intelligence.

Conferences - Floorplans of all conference areas must be approved by the Hotel prior to the selling of the conference space.

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 Hotel & Suites Sydney licenses, granted pursuant to the New South Wales Liquor Act, 1992.