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| **The Maritime Union of Australia** National Office | 2012 MUA logo |
| **Paddy Crumlin** - National Secretary I Will **Tracey** - Deputy National Secretary  **Ian Bray** and **Warren Smith** - Assistant National Secretaries |

**Terms and Conditions**

**MUA/ITF Organising & Communication Centre**

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Thank you for your booking at the MUA/ITF organising and Communication Centre, in order for your booking to be accepted you will need to read and sign this form.

If you have any issues please contact Michelle Summers on 02 9267 9134

**Tentative Bookings**

Tentative Bookings are held for 7 days

**Confirmation of Booking**

For the booking to be confirmed the following is to be provided by you to the MUA

* Signed booking request form
* 10% Deposit paid
* Signed Term and Conditions (this form)

**Cancellation**

In the event that you will need to cancel your booking the following fees will apply

* Cancellations received 14 days or more prior to your booking will not incur any cancellation fees
* Cancellations received 13-7 days prior to your booking will incur a fee of 50% of the full cost.
* Cancellations received on the day or 6-0 will incur full costs

**Final Numbers**

To ensure room set up is accurate final numbers are required three (3) days prior to the event

**Loss or Damage**

Loss or damage to the venue, carpet, fixtures, fittings, equipment and/or contents caused by the organiser/hirer, guests, agents or contractors before, during or after the event will be the financial responsibility of the organiser/hirer. MUA accept no responsibility for loss or damage to merchandise or other property during your time at the venue.

**Exhibitions/Displays**

To maintain the high standard and condition of our venue for future events, no items should be pinned, glued or sticky taped to the walls or furnishings. Blu tak is acceptable. If any damages occur due to affixing any items to the walls or furnishings will incur charges.

**Surcharges**

A surcharge for weekends, public holidays and after hours will incur $100 per hour or part thereof

If any function extends past the confirmed booking time will be charged at $100 per hour or part thereof

**Equipment**

All equipment hired from the MUA/ITF Organising and Communications Centre will be the responsibility of the hirer. Any damages or missing equipment will be the financial responsibility of the hirer.

No Equipment is to be taken outside of the venue

**Responsible Conduct**

MUA/ITF Conference Centre reserves the right to remove any guests from the premises if they behave in an unreasonable manner. We also reserve the right to control the volume of all music to ensure it does not interfere with surrounding meetings.

**Account payment options**

MUA/ITF Organising and Communication Centre policy requires full payment prior to the event. Electronic Fuds Transfer and Credit card payments are available.

Where a credit card number has been given to secure a booking, we reserve the right to charge the full amount, of all outstanding monies, if payment is not received prior to the event.

***I agree to the MUA/ITF Organising and Communication Centre Terms and Conditions:***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MUA/ITF Organising and Communications Centre Stock Take**

|  |  |
| --- | --- |
| **Item** | **Amount** |
| Sony Wide Screen TV | 2 |
| Prowise Smart TV | 2 |
| Control IPad | 4 |
| Projector + Screen | 1 |
| Flat Screen TVs Mounted | 3 |
| Foxtel Remote | 1 |
| Prowise Remote | 1 |
| Sony Remote | 1 |
| Extension Cords |  |
| Urn | 2 |
| Water Jugs |  |
| Breville Coffee Peculator | 3 |
| Round Tables | 10 |
| Rectangle Tables |  |
| Chairs |  |
| Trestle Tables |  |
| Fridge | 2 |
| Lectern | 2 |
| Stage | 2 |
| Cups |  |
| Mugs |  |
| Glasses |  |
| Large Plates |  |
| Small Plates |  |
| Ramekins |  |
| Knives | 100 |
| Forks | 121 |
| Large Spoons | 113 |
| Tea Spoons |  |
| Water Bottles |  |
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| **Item** | **Amount** |
| Aboriginal Painting | 1 |
| Rumicin | 9 |
| Salt & Pepper Shaker | 1 |
| Small Toasting Oven | 1 |
| First Aid Kit | 1 |
| Large White Plates | 23 |
| Bread Plates White | 80 |
| Champaign Glasses | 20 |
| Large Water Glasses | 19 |
| Medium Water Glasses | 50 |
| Small Water Glasses | 72 |
| Large Wine Glasses | 12 |
| Medium Wine Glass | 94 |
| Small Wine Glasses | 6 |
| Teacup Saucers | 56 |
| Teacups | 60 |
| Coffee Mugs | 10 |
| Teapot | 1 |
| Napkin Holders | 6 |
| Metal Milk Jug | 3 |
| Glass Water Jug with lid | 36 |
| Vase Water Jug with lid | 5 |
| Vase Jug without lid | 1 |
| Panasonic Microwave  Fisher & Paykel Refridgerator | 1 |
| Fisher & Paykel Dishwasher | 1 |
| Canister set of 3 white | 3 |
| TeaBox | 2 |
| Sign Rings | 12 |
| Milk Jug Large | 1 |
| Blue Cannisters | 2 |
| It’s Time picture frame | 1 |
| MV Portland picture frame | 1 |
| Large Bell Bulknes 1970 | 1 |
| Large Melt Ice Bowl | 1 |
| Bar Caddies | 2 |
| Salt & Pepper Shakers small | 6 |
| Glass Centre Pieces | 15 |
|  |  |
|  |  |
| Soft drink cans | 44 |
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