

IMPORTANT INFORMATION

All reservations and agreements are made upon and are subject to the rules and regulations of the Gold Coast Convention and Exhibition Centre (GCCEC), and the following conditions apply:

1. All prices are current at the time/date of publication, however the GCCEC reserves the right to change prices and content without notice due to market conditions.
2. A minimum surcharge of \$750.00 is applicable for functions of less than 50 guests.
3. Should a 50/50 alternate drop menu be required a surcharge of \$3.50 per person, per course is applicable.
4. Final delegate numbers are required 5 business days prior to the event. Once these numbers are confirmed they cannot be decreased.
Please note: If changes or additional requests to catering (food and beverage) requirements are received within 5 business days of the event a surcharge may be applicable. Please discuss with your Event Manager.
5. Please be aware additional charges may apply for any guests with a specific dietary request. Please discuss the additional charges with your sales or event manager.
6. Menu items are subject to change. In the event of disruptions to food supply (related to extreme events out of our control), we will discuss alternative menu options with our clients.
7. All details for the event will be communicated to the client in an event resume. The client will be required to return a signed copy of the event resume back to the event manager as confirmation. Any changes made after the event resume is confirmed must be provided in writing.
8. The GCCEC standard function table settings are 10 guests per table. If your requirements vary from this standard setting, additional labour charges will be applicable.
9. If the event falls on a public holiday, please discuss applicable charges with your sales or event manager.
10. Our policy does not allow for food and beverage to be brought onto the premises. This applies to clients, guests and other persons.
11. The GCCEC cannot accept any responsibility for damage or loss of material, equipment or items brought into the venue prior to, during or after a function.
12. Clients must assume full responsibility for any damage caused by guests, invitees, contractors or other persons. Responsibility for arranging appropriate insurance lies with the client and must include the provisions as stipulated in the GCCEC event contract.

| If the event falls on: | Final delegate numbers are due at 4:00pm five business days prior to the event |
|------------------------|---|
| Monday | Previous Monday |
| Tuesday | Previous Tuesday |
| Wednesday | Previous Wednesday |
| Thursday | Previous Thursday |
| Friday | Previous Friday |
| Saturday | Previous Saturday |
| Sunday | Previous Sunday |