

TERMS & CONDITIONS

EVENTS AT GATTON CAMPUS

CONFIRMATION OF BOOKING/DEPOSIT

Tentative holds will be held for a maximum of 5 working days only. A deposit of the higher of 20% or \$500 is required to confirm your booking. If the deposit is outstanding past the due date, the tentative hold will be cancelled, and the date will be released.

FINAL NUMBERS & DETAILS

To ensure a smooth and successful function, all details relating to final numbers, accommodation, catering, room hire, schedules, your PL insurance policy, etc are required at least 2 weeks prior to your event. All additional requests received after this time may not be able to be accommodated.

Balance of payment is due 2 weeks prior to the event.

PUBLIC HOLIDAY / SUNDAY SURCHARGES

Please be aware that, if UQ or UQ Res staff or contractors have to be onsite - or are called onsite - during a weekend, Sunday or Public Holiday, labour costs surcharges will be applied.

CANCELLATION POLICY

Notification of cancellation or postponement MUST be in writing and will result in a charge being applied as follows:

- Notice of 30+ days before the Event start date: 100% of monies paid will be refunded.
- Notice of 7 - 30days before the Event start date: 30% Deposit may/will be forfeited.
- Notice of 7 days or less: No refund will be made (and no credit will be offered).

CHANGE OF CIRCUMSTANCE

Whilst every reasonable effort will be made to ensure that your event will proceed on the date you have nominated, we reserve the right to cancel your function due to a change in circumstances/unforeseen Force Majeure which may be outside our control.

As soon as we become aware of any such change in circumstances, we will notify you that your event is cancelled and we will refund your deposit in full. Your damages in respect to any cancellation are limited to the amount of the deposit and you have no further claim against us for any further damages or loss that you may suffer as a consequence of the cancellation.

SET-UP / CLEAN-UPS

The Client/Event Organiser is solely responsible for the set-up and clean-up (bump-in and bump-out) of their event, with the exception of the setting-up of tables in chairs in certain venues, as pre-agreed with UQ Res Conference Staff.

Cleaning fees for the accommodation areas - including the communal bathrooms, lounges and kitchenettes - are included in the accommodation costs. However, if additional cleaning is required for unacceptable uncleanliness or excessive rubbish left behind, excess cleaning charges will be applied.

EVENT TIMING

It is the client's responsibility to ensure that the event begins at the specified time. If the event begins after the specified time, it will still be subject to the finishing time specified on the Event Order unless Management agrees otherwise.

SECURITY

Should the venue deem it necessary for a specific event, security guards may be required at the cost of the client.

PRICES (PRICES ARE INCLUSIVE OF GST)

The prices in this compendium are inclusive of GST and applicable for functions held from 1 January 2025 to 1 February 2026.

CATERING AND ALCOHOL

All catering on the Gatton Halls of Residence site and facilities is provided by UQ Res' catering contractors. Event attendees are not to bring any food or beverages onto the site without the prior written agreement of the UQ Res Coordinator.

No non-approved catering services are permitted.

Alcohol will not be served to guests under the age of 18 years or to intoxicated guests. Management reserves the right to request proof of age identification for any function guest.

PERSONAL EFFECTS

You and your guests are strictly liable and responsible for any items, equipment or personal effects brought into or left at UQ Gatton Halls of Residence premises and facilities. UQ Res will not be liable for damage, loss or theft sustained by you or your guests before, during or after your event, except where such damage, loss or theft is due to the venue's negligence.

NO SMOKING

The University of Queensland Campuses are NO SMOKING and NO VAPING sites.

OWN PUBLIC LIABILITY INSURANCE

Organisers are required to have – and provide a copy of – their own Public Liability Insurance to the value of \$20,000,000 to the UQ Res Gatton Halls Conference Team no later than 2 weeks/10 working days prior to the Event start date.

FIRE SAFETY & EQUIPMENT

- No open flames. Candles and incense are a fire risk and will also set off alarms.
- Tampering with or falsely setting off alarms is a serious offence. The \$1500 (approx) cost of the Fire Brigade callout fee to attend an alarm will be passed onto the Organisation or Guest responsible.
- The misuse of fire protection equipment – including sensors, hoses and extinguishers – will be treated seriously.

Heavy fines will be issued to those responsible and they may be asked to leave the premises/site.

BIOSECURITY

Attendees are advised that they are not to pat, touch or feed native or domestic animals in the grounds or fields on or around campus, for their own safety and biosecurity reasons.