

Provision of Services Policy

SJ Venues and Events has been engaged to provide venue sourcing services. These services shall be provided complimentary, based on the client booking the event at one of the venues we present. If the client books at one of the presented venues directly, or books with a separate venue directly, then a \$500 event management fee will be billed to the client to cover all previous work completed on their event.

Standard Event Amendments

Amendments to event bookings (change of date, change of numbers etc..), will require the client to provide written notification via email. Please send this to steve@sjvenues.com.au.

Standard Event Cancellation

In the regrettable situation that the client has to cancel their event after contracting with a venue, written notification via email is required advising of this. Please send this to steve@sjvenues.com.au. A \$500 event management fee will be charged to the client to cover all work previously completed on the event, up to that date. This is in addition to any cancellation fees the client may incur from a venue directly.

Additional Covid-19 Provision of Services Policy

In the event of any government restrictions being placed on the ability of a contracted event to proceed, the following options will be made available to the client:

1 - Proceed

In the event of a government ruling which restricts the number of guests permitted in the venue, the client has the option to decrease their guest list to the permitted number and still proceed with their event.

2 - Postponement

This may occur within the contracted T&C's of the booked venue. If the venue T&C's are met, then the contracted event will be transferred to a new date.

If the client chooses to postpone outside of the venue T&C's, then the event can be re-contracted and new pricing may be applied for that date period.

Any additional work conducted by SJ Venues outside of simply re-contracting new dates for an event will incur a \$500 event management fee payable to SJ Venues and Events (i.e. re-sourcing alternative venues in new locations, different event specs etc...).

3 – Cancellation

Should a lockdown or similar measure be issued by the government, clients will have the option to cancel their event in line with the contracted venues Covid-19 policy.

If a client regrettably has to cancel the event, a \$500 event management fee will be billed to the client to cover all work completed on their event, up to that date. This is in addition to any Covid-19 cancellation fees the client may incur from the venue directly.



By signing this form, I acknowledge and accept the terms of the General Information and Conditions of Engagement.

I will in all respects comply with these terms and conditions.

Client name:

Customer signature:

Print name:

Date:

SJ Venues & Events signature:

Print name:

Date: