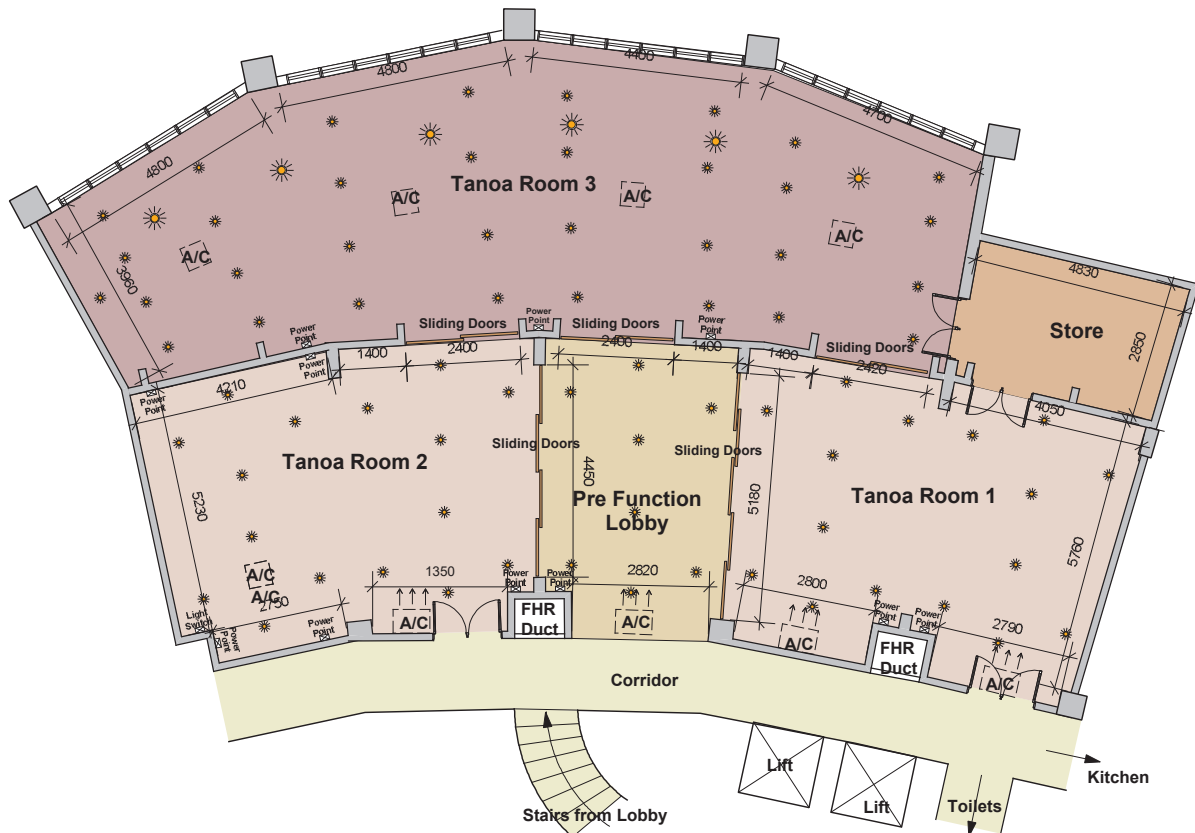


# CONFERENCE CENTRE



## VENUE CAPACITY

VENUE	THEATRE	CLASSROOM	BANQUET	COCKTAIL	U SHAPE	BOARDROOM	SIZE
Convention Centre	150	n/a	120	280	n/a	n/a	181 m <sup>2</sup>
Tanoa Room 1	45	24	30	55	15	20	45 m <sup>2</sup>
Tanoa Room 2	45	24	40	55	15	20	45 m <sup>2</sup>
Tanoa Room 3	150	60	80	120	40	40	150 m <sup>2</sup>

## PRICING

Tanoa Room	\$900 per day	Data Projector	\$200	Cordless Microphone	\$550
Tanoa Room 1	\$400 per day	Projector Screen	\$50	Zoom facilities	\$350
Tanoa Room 2	\$400 per day	Data Projector & Screen	\$250	Other	POA
Tanoa Room 3	\$600 per day	High Speed Internet	\$500		

\* External audio, visual and lighting equipment can be arranged on your behalf and will be quoted according to your requirements. Minimum 3 days applies for high speed internet (if this is required for 1 or 2 days the rate of \$500 will be charged).

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### **CONFIRMATION**

A final overview of the event will be provided to you no less than 10 working days prior to the event. This final overview will be deemed as correct unless otherwise advised by you in writing.

### **DEPOSIT**

We request a deposit of 100% of the venue hire, subject to a minimum of FJ \$100 inclusive of VAT within 2 weeks of the booking confirmation. Should no room hire be charged, a deposit of FJ \$100 inclusive of VAT will be required.

### **MENU SELECTION**

Please confirm your menu selection at least 14 days prior to the event, or otherwise advised. This is to allow us the opportunity to provide you with the "final overview" of your event.

### **FOOD AND BEVERAGE**

No food or beverage may be brought onto the hotel premises for consumption during the event, unless prior arrangement has been sought with management. This may incur additional charges.

### **PRICES**

The prices are current at the time of the quotation but may be subject to change at management's discretion to meet rising costs. Upon receipt of written confirmation and deposit, fixed prices will be confirmed in writing. Prices may increase at any time without notice due to increased direct costs of changes in, or introduction of government charges and taxes.

### **INSURANCE**

We cannot take responsibility for damage to or loss of items before, during and after an event, and recommend that you arrange appropriate insurance cover.

### **EXTENDED HOURS**

An extra labour charge may apply if the event concludes after the agreed completion time.

### **SURCHARGES**

A surcharge may be applicable for events held on Sundays, Public Holidays and gazetted industry holidays.

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### **CANCELLATIONS**

Cancellation of function rooms and associated accommodation must be advised in writing. If the event is cancelled, the Hotel reserves the right to impose the following: 6 months – 30 days prior to the event, deposits may be refunded only if the function room is resold. Transfer of the deposit to a new date can occur subject to availability and only on one occasion.

### **FUNCTION ROOM CANCELLATION POLICY**

28 days.....	50% of all charges
21-27 days.....	60% of all charges
14-20 days.....	70% of all charges
7-13 days.....	80% of all charges
2-6 days.....	90% of all charges
1 day.....	100% of all charges

### **FOOD & BEVERAGE CANCELLATION POLICY**

14 days.....	20% of all charges
6-13 days.....	50% of all charges
5 days.....	80% of all charges
1-4 days.....	100% of all charges

### **GUARANTEED NUMBERS**

A guaranteed final number of guests attending the event is requested 2 full working days prior to the event. Charges will be based on the number of people attending the function or the guaranteed number, whichever is the greater.

Please note: If the event delegate numbers decrease within 30 days prior to the event, to the extent that ancillary or breakout rooms are released, a cancellation fee equal to 50% of the released revenue rental component may be incurred.

### **ACCOMMODATION**

Subject to availability, special accommodation rates may be offered in conjunction with your event. A preliminary accommodation listing of attendees should be forwarded 30 days prior to the event, including arrival and departure dates. The final listing is requested no less than 14 days prior to arrival. We reserve the right to release any rooms not confirmed. Accommodation cancelled less than 14 days prior to the event may incur a charge.

Please note: Please liaise directly with the Reservation Department for confirmation of all accommodation bookings. Contact: Ms. Mere Rakoroi contact phone 679 331 2300.

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### **PAYMENT**

It is understood that all meetings and banqueting charges will be directly billed to your company once your credit application has been approved. Should you choose not to apply for credit, full payment is required within 14 working days after the event. All event accounts are to be paid in full by the date specified by the hotel. Any additional charges not itemised on the banquet event order will be included in the final account. Please note, the hotel cannot forward any accounts outside Fiji. For overseas companies, the hotel will require a credit card number prior to the function and payment will be processed the next working day after the event. A detailed account and receipt will be posted to you.

### **FUNCTION ROOMS**

We reserve the right to re-allocate function rooms due to circumstances beyond our control. If final numbers increase or decrease significantly from those advised at the time of reservation, we may substitute a more appropriate room of our choice. We will discuss any changes with you when the decision is made.

### **EXHIBITIONS**

Exhibition companies and exhibitors are responsible for transport, set up and dismantling of their own equipment and displays. Access through the main foyer is prohibited unless by prior arrangement. The hotel loading dock may be used to transport equipment. Delivery and collection times are to be arranged 7 days prior to the event and subject to space availability. Proposed display plans are requested 7 days prior to the event to allow for local authority safety approval.

### **DAMAGE**

Please note you are financially responsible for any damage sustained to hotel property and fittings.

### **CLEANING**

General and normal cleaning is included in the cost of the room hire. You may incur additional charges in instances where an event has created cleaning requirements that are considered to be over and above normal cleaning.

### **SECURITY**

Should you consider it necessary, arrangements for special security can be organised. We shall advise of any additional charge.

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### **PHOTOGRAPHY/RECORDING OF THE EVENT**

Prior permission is required for photography, sound or video recording of events or guests in the hotel facilities.

### **ADVERTISING**

Prior permission is required to use the hotel name and/or logo in print and/or audio visual display. All proposed artwork must be approved by hotel management prior to publication. Photography and Recording - prior permission is required for photography, sound or video recording of events or guests in the hotel facilities.

### **RESPONSIBILITY**

Should we be unable to provide the facilities reserved due to circumstances beyond our control, no further claim other than an entitlement to a full refund of any deposits paid may be made. We will endeavour to provide you with reasonable notice.

### **ADDITIONAL SERVICES**

We will be pleased to arrange a variety of additional services upon request, such as entertainment and technical equipment. A charge will be incurred for some services. If the event is cancelled, such service charges will be your responsibility.

### **AGREEMENT**

You agree to follow all reasonable requests of the hotel and in utilising the facilities you and your agents will not breach any act of Parliament or local council ordinance rule.