

## INTRODUCTION

- Thank you for considering Vancora for your event – to ensure the success of your event, your booking request and payment must be received at least **1 week** prior to the event date.
- Cancellations must be confirmed by 12:00 pm 4 working days prior to the event date – note this will incur an administration fee equivalent to the booking fee. For cancellations made with fewer than 4 working day notice, no refunds are possible.
- **Please ensure you have confirmed the availability of your event space with Monash University – Venues prior to submitting this form.**
- A booking fee of \$20 will apply per event.
- 2 staff members are required to operate Vancora, and labour will be charged at the following rates:
  - Monday to Friday (7am to 10pm) = \$31/hr per staff
  - Saturday = \$36/hr per staff
  - Sunday = \$41/hr per staff
  - Public Holidays = \$62/hr per staff
- In addition to the duration of your event, 2 hours is required for the set up and shut down of Vancora. This will be charged at the above rates.
- A 15 amp power supply is required for the operation of Vancora's coffee machine.
- **Monash University Departments: note as Vancora is deemed as catering no purchase order is required.**
- **For more information please contact:**
  - **Alex Munro (Vancora Supervisor)**
    - alexandra.munro@monash.edu
  - **Tasmine Kose (Operations Director)**
    - tasmine.kose@monash.edu
    - (03) 9902 4631

## BOOKING TERMS AND CONDITIONS

- Completed booking form and payment must be received in full at least 1 week prior to the scheduled event. Note: your booking is not secured until both have been received.
- Cancellations must be confirmed by 12:00 pm 4 days prior to the delivery date – note this will incur an administration fee equivalent to the booking fee. For cancellations made with less than 4 working days' notice, no refunds are possible.
- In the event where your overdue account is referred to a collection agency and/or law firm, you will be liable for all costs which would be incurred as if the debt is collected in full, including legal demand costs.
- Overdue accounts will be subject to interest at the rate of 25%, calculated for the period the account is due until the date it is paid.
- **All prices are inclusive of GST.**
- For your convenience, we accept: Visa, MasterCard and Electronic Funds Transfer.
- No receipts will be sent – completed booking forms will act as your tax invoice and receipt, so please retain a copy for tax purposes.
- All bookings are subject to the MSA Terms and Conditions.
- Vancora reserves the right to refuse bookings if the event contravenes the MSA Constitution or if the venue is deemed unsafe.

## GETTING STARTED

- To express your interest in booking Vancora for your event we ask that you complete the **blue** section and return to the email indicated on top of the booking form overleaf.
- A representative will then contact you to discuss and confirm your requirements. They will then complete the **orange** section.
- Next, the form will then be returned to you to complete the **green** section.
- Upon receipt of payment a representative will contact you to confirm your booking.

MONASH STUDENT ASSOCIATION (CLAYTON) INC. PO BOX 10 MONASH UNIVERSITY VIC 3800. ABN 20 147 061 074.  
PLEASE EMAIL COMPLETED FORM TO alexandra.munro@monash.edu / tasmine.kose@monash.edu. COMPLETED & SIGNED BOOKING FORM & PAYMENT MUST BE RECEIVED IN FULL PRIOR TO SCHEDULED EVENT.

**COMPLETE YOUR DETAILS BELOW (\* REQUIRED)**

NOTE: No receipts will be sent – this form will act as your invoice and receipt, so retain a copy for tax purposes.

|                    |             |            |
|--------------------|-------------|------------|
| TITLE              | FIRST NAME* | LAST NAME* |
| ORGANISATION NAME* |             | ABN        |
| ADDRESS LINE 1     |             |            |
| ADDRESS LINE 2     |             |            |
| SUBURB             | STATE       | POSTCODE   |
| TEL                | MOB*        | FAX        |
| EMAIL*             |             |            |

**BOOKING DETAILS**

|  |   |   |  |
|--|---|---|--|
| EVENT START DATE*  | / | / | EVENT LOCATION*  |
| EVENT END DATE*  | / | / |  |
| <b>REMINDER</b> Your booking cannot be accepted without prior confirmation from Monash University – Venues; please ensure that you have booked your required location to ensure access and availability. Please attach confirmation. |   |   | EVENT START TIME* HH:MM      END TIME* HH:MM      (24 HR TIME) |
|  |   |   | NUMBER TO CATER FOR*   |

**CATERING OPTIONS**

| QTY | BEVERAGES                               | PRICE              |
|-----|---|--------------------|
|     | COFFEE / TEA / HOT CHOCOLATE            | \$1.05 per person  |
|     | BOTTLED WATER (600ML)                   | \$25.20 (24 units) |
|     | CANNED DRINKS (375 ML)                  | \$36.00 (24 units) |
|     | JUICE BOXES (250 ML)                    | \$32.40 (24 units) |
| QTY | FOOD                                    | PRICE              |
|     | HOT DOGS (VEGETARIAN OPTIONS AVAILABLE) | \$67.60 (26 units) |
|     | DONUTS BY MR DONUTS                     | \$24.00 (12 units) |
|     | ZOOPEER DOOPERS                         | \$7.20 (24 units)  |
|     | INDIVIDUAL POPCORN BAGS (20 G)          | \$30.00 (30 units) |
|     | OTHER/PROVIDING OWN FOOD                | \$TBC              |

**LABOUR OPTIONS**

|  |                 |              |
|--|-----------------|--------------|
| START TIME: HH:MM  | END TIME: HH:MM | (24 HR TIME) |
| <b>STAFF REQUIRED (MIN 2):</b>   |                 |              |
| 1. <input type="checkbox"/> Mon to Fri (7AM to 10PM) \$31/hr Per Staff | x               | hrs = \$     |
| 2. <input type="checkbox"/> Saturday \$36/hr Per Staff                 | x               | hrs = \$     |
| 3. <input type="checkbox"/> Sunday \$41/hr Per Staff                   | x               | hrs = \$     |
| 4. <input type="checkbox"/> Public Holiday \$62/hr Per Staff           | x               | hrs = \$     |
| 5. <input checked="" type="checkbox"/> Setup Fee (2 hrs)               |                 |              |
| *NOTE No GST on labour costs.  |                 |              |
| <b>B) LABOUR TOTAL</b>   | \$              |              |
| <b>C) SUBTOTAL (CATERING + LABOUR)</b>                                 | \$              |              |
| <b>D) PLUS BOOKING FEE (GST INC.)</b>                                  | \$20.00         |              |

|                                     |    |                                |    |
|-------------------------------------|----|--------------------------------|----|
| <b>A) CATERING TOTAL (GST INC.)</b> | \$ | <b>E) TOTAL DUE (GST INC.)</b> | \$ |
|-------------------------------------|----|--------------------------------|----|

- By signing below I certify that I am authorised to make this booking on behalf of the organisation stated above.
- I hereby agree to the terms and conditions as outlined overleaf and confirm that venue has been booked with Monash University – Venues.

|            |           |       |       |       |
|------------|-----------|-------|-------|-------|
| PRINT NAME | SIGNATURE | DATE  | /     | /     |
| _____      | _____     | _____ | _____ | _____ |

**PAYMENT DUE NOW**

Please select your payment type. Note: all monies must be paid by the relevant deadlines to secure your booking.

|  |   |
|--|---|
| <input type="checkbox"/> DIRECT DEBIT                  | <input type="checkbox"/> CREDIT CARD                              |
| BANK Commonwealth Bank                                 | CARDHOLDER NAME _____   |
| ACCOUNT NAME Monash Student Association (Clayton) Inc. | CARD TYPE _____ SIGNATURE _____                                   |
| BSB No. 063-408  | <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD |
| ACCOUNT No. 1008 7145                                  | EXPIRY DATE _____ CCV _____                                       |
| REFERENCE VANCORA                                      | CARD No. _____  |