HOSPITALITY ORDER FORM

2011 Christmas Polo

Hire Items Order (price includes labour, damage waiver & gst)

CHAIRS

Plastic Chair $7.50

Roma Chair $13

Wicker Chair $13

Timber Chair $17.50

TABLES

Square White $35

Steel Table $45

Timber Table $45

Plastic Table $30

LOUNGE

Square Ottoman $40

Round Ottoman $40

Bench Ottoman $225

Small Coffee Table $100

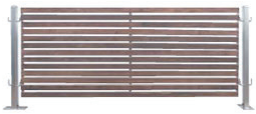
Large Coffee Table $110

Circle Ottoman $215

ACCESSORIES

Market Umbrella $115

Tub & Ice $30



Fencing $45p/m

Trestle $22

Trestle Cloth $22

Bar Table $55

FURNITURE BOOKING FORM
2011 CHRISTMAS POLO

SATURDAY 26TH NOVEMBER 2011 @ WERRIBEE MANSION

CONTACT NAME TITLE

COMPANY NAME ("CLIENT")

ADDRESS POSTCODE

TELEPHONE FAX EMAIL

FURNITURE PRICE LIST	QTY	COST	AMOUNT
PLASTIC CHAIR		$7.50	
ROMA CHAIR		$13	
WICKER CHAIR		$13	
TIMBER CHAIR		$17.50	
PLASTIC TABLE		$30	
SQUARE WHITE TABLE		$35	
STEEL TABLE		$45	
TIMBER TABLE		$45	
SQUARE OTTOMAN (BLACK OR WHITE)	B: W:	$40	
ROUND OTTOMAN (BLACK OR WHITE)	B: W:	$40	
BENCH OTTOMAN (1.5M) (BLACK OR WHITE)	B: W:	$225	
CIRCLE OTTOMAN (1.1M) (BLACK OR WHITE)	B: W:	$215	
SMALL COFFEE TABLE (.7M X .75M)		$100	
LARGE COFFEE TABLE (.7M X 1.1M)		$110	
BAR TABLE		$55	
MARKET UMBRELLA (3M X 3M)		$115	
TRESTLE TABLE (1.8M)		$22	
TRESTLE CLOTH		$22	
TUBS & ICE (1 TUB & 4 BAGS OF ICE)		$30	
FENCING (FOR CAR PARK MARQUEE 10M REQUIRED)	10m	$45p/m	
COIR FLOOR (FOR THE SUPERSITE MARQUEE)		$1,495	
		Sub Total	
		Credit Card Fee (VISA, Mastercard, AMEX 3%)	
		TOTAL (all prices incl. GST)	

PAYMENT (PLEASE TICK) ☐ VISA ☐ MASTERCARD ☐ AMEX

EXPIRY DATE: .../...

AUTH CODE (3 DIGIT ON REVERSE FOR M'CARD/VISA – 4 DIGIT ON FRONT FOR AMEX): .....

CREDIT CARD HOLDERS NAME: ..... SIGNATURE: .....

☐ CHEQUE (PAYABLE TO ECG PRESENTS)

☐ DIRECT DEPOSIT (BANK ACCOUNT DETAILS SUPPLIED ON INVOICE)

ATTENTION : ADAM GURWITCH – ECG presents PTY LTD

FAX : 03 9681 9913 (OR POST TO LEVEL 1, 214 GRAHAM ST, PORT MELBOURNE, VIC. 3207) PHONE : 03 9645 6070

CONFIRMATION - ALL MARQUEE BOOKINGS ARE SUBJECT TO AVAILABILITY AND THE TERMS AND CONDITIONS.

TERMS & CONDITIONS
2011 CHRISTMAS POLO

SATURDAY 26TH NOVEMBER 2011 @ WERRIBEE MANSION

To ensure the smooth running of the event the following terms and conditions apply.

1. These terms and conditions constitute a binding agreement between ECG presents Pty Ltd ("ECG") and the Client.

2. Full payment must be made in cleared funds within 21 days of the invoice date (or unless otherwise specified).

3. All bookings will only be confirmed upon receipt of final payment.

4. If you cancel your booking within 7 days of signing this priority booking form a cancellation fee equal to 30% of the cost of the package is immediately payable by you. No cancellations will be accepted after 7 days.

5. Package confirmation is subject to the availability of the requested facility. ECG makes no representations or warranties that the package will be available at the time of booking. All packages and events are subject to the availability and in the event that a package is unavailable at the time of booking, ECG will refund all monies paid by the client in respect of the package sought.

6. While we do our best to ensure your package arrangements are of the highest possible standard; we cannot accept any responsibility for the cancellation of or changes to the event or for the acts, omissions or errors of those over whom we have no direct and exclusive control. If the event or any part of the event is cancelled, abandoned or postponed, in whole or in part, for any reason whatsoever that is beyond ECG's control, including, without limitation, due to adverse weather conditions, there is no right to refund or exchange and no obligation is assumed by ECG for the arrangement of a substitute event, performance or any other element.

7. The client must not sell or on-sell any part of their facility without the prior written approval of ECG.

8. While we do our best to ensure a safe environment, safety issues are generally beyond our control and accordingly the Client indemnifies ECG, its directors, officer, employees and agents against liability for or in respect of any claims, demands, actions, suits or proceedings, costs, expenses, loss, damage, personal injury or death of any person arising out of or in connection with the event, the services provided by ECG, the use of the facility offered by ECG to the client or any act or omission of the Client, or any of their guests, invitees, employees, contractors or agents.

9. Neither can we accept any responsibility for security or for the safety of the personal and corporate belongings of yours and those who attend the event with you.

10. The ticket holder assumes all risk and danger incidental to event equipment/structures and the game of polo and releases the Promoter, ECG, Focal Promotions, the VPC, all of their sponsors, participating players and all of their agents from any and all liabilities resulting from the assumption of such risk and danger.

11. Corporate signage permitted to be located outside a marquee is restricted to the front fence identification sign supplied in the package by the promoter.

12. The Christmas Polo is an 18+ licensed event. Anyone under the age of 18 must be accompanied by a parent/guardian at all times.

13. The promoter retains the right to refuse entry or access to the venue and eject patrons at any time.

14. Underage drinkers, excessive drinkers, illegal drug users or patrons displaying antisocial behavior may be ejected or dealt with by event security and/or police.

15. Clients booking marquee packages are required to use the promoter appointed official suppliers. No other hiring company will be permitted on-site. Luckman Catering is the event's exclusive on-site caterers and no other caterer will be permitted on-site

16. The following items cannot be brought into the event without prior written consent from the promoter - food, beverages, tents, tables, market/cafe umbrellas or glassware. The following items can be bought into the event for use in the Car Parks and public viewing area only - fold out chairs and picnic rugs. Ticket holders and their property may be inspected for prohibited items on entry or during the event. Tickets holders found with prohibited items may be refused entry, ejected or have those items confiscated. Confiscated items will be donated to charity and will not be returned, replaced or reimbursed.

17. The event site is an area of TOTAL FIRE BAN. Patron's detected using flame including bbq's, fires or gas bottles may be fined by the Fire Authorities and ejected from the event.

18. Ticket holders grant permission to the promoter to use the holder's image and likeness in relation to any live or recorded television or other media or reproduction in whole or part of the event.

19. By signing these terms and conditions, the Client agrees to and will abide by all terms and conditions and the Conditions of Entry applicable to the premises where the event is being held.

20. Furthermore, you must be fully responsible for your own conduct and for the conduct of those who attend the event with you and for any damage or loss caused by such conduct

21. You will also abide by any other terms, conditions or requirements imposed by us from time to time in order to ensure your enjoyment and the smooth and safe conduct of the event.

EXECUTIVE SECTION

Signed for and on behalf of the client as an authorised representative, I hereby confirm this booking and agree to the terms and conditions of this Priority Agreement From and Terms and Conditions.

Signature: _____

Date: _____