



## CORPORATE ENTERTAINING QPAChosts

PLEASE RETURN FORM BY FAX TO: 07 3010 6280

EVENT CODE: \_\_\_\_\_  
(Office use only)

DATE SENT: \_\_\_\_\_  
(Office use only)

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### Client contact details

Company: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact position title: \_\_\_\_\_  
Contact phone: \_\_\_\_\_ email: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
\_\_\_\_\_

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### Performance/ticket details

Performance title: **DOCH and the Circus**  
Performance date: \_\_\_\_\_ Performance time: 7.30pm  
 A Reserve (Thurs, Fri, Sat) \_\_\_\_\_ @ \$ 48.00 per ticket  
**Total Price** \$ \_\_\_\_\_

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### Function details

- Ovation @ \$235.00 per person (sit down – min 20 pax)  
 Bravo @ \$185.00 per person (sit down – min 20 pax)  
 Applause@ \$125.00 per person (stand up – min 20 pax)

Number of Guests \_\_\_\_\_  
**Total Price** \$ \_\_\_\_\_

**NOTE:** Package information is attached for your information.  
QPAC requires your menu selection to be returned no later than four (4) weeks prior to your function for catering purposes.

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# QPAC

Valid until 24 January 2009

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## ADDITIONAL OPTIONS

VIP car parking:	_____ x \$18.00 per voucher	= \$ _____
Extra Programs: (for more than 1 per couple)	_____ x \$20.00 per program	= \$ _____
Alternate Drop:	_____ x \$9.50 per person	= \$ _____
Premium Beverage Upgrade:	_____ x \$8.50 per person	= \$ _____ (Applause package only)
Deluxe Beverage Upgrade:	_____ x \$15.00 per person	= \$ _____ (Applause/Bravo packages)
Post Performance Dessert:	_____ x \$28.00 per person	= \$ _____ (Applause package only)
	<b>Total Price</b>	= \$ _____

**NOTE:** We highly recommend booking VIP car parking for **guaranteed** car parking during the season - we anticipate demand to exceed the number of available spaces in the car park

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**TOTAL Corporate Entertaining package price** \$ \_\_\_\_\_ (Inclusive of GST)

Please note if you are booking tickets only a \$25.00 booking fee will apply

EFT Payment

Bank: ANZ  
Account: Qld Performing Arts Trust  
BSB 014-002  
Account No.: 7770 20908

Please quote 'QHOSTS' and Invoice number on remittance and fax remittance advice to accounts: (07) 38407501 or email via QHOST coordinator at [qpachost@qpac.com.au](mailto:qpachost@qpac.com.au).

Cheque payment option

Please make all cheques payable to: *Queensland Performing Arts Trust*  
Please forward all cheques to: *c/o QPAChosts program*  
*Queensland Performing Arts Centre*  
*PO Box 3567*  
*SOUTH BANK QLD 4101*

Credit Card payment option:

Bankcard     Mastercard     VISA     AMEX     Diners Club

Name of Cardholder: \_\_\_\_\_  
Signature of Cardholder: \_\_\_\_\_  
Card Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Please note all transactions completed by credit card will incur a merchant fee of 2.5% of the total amount stipulated above.

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**Please read and sign the terms and conditions attached.**  
**Bookings will not be confirmed until signed terms and conditions have been received.**

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### Terms and Conditions

1. Cancellation: more than 4 weeks prior to function date: Full refund, excluding ticket price.
2. Cancellation: Less than 4 weeks prior to function date: No refund, postponement or exchange.
3. Should the performance be cancelled, for any reason, at any stage, the Queensland Performing Arts Trust will refund all moneys paid by the client and offer the client first right of refusal for the function package as confirmed for any performance scheduled to replace the cancelled performance.
4. Final numbers given to QPAC as per the time line below will be the number charged to the hirer/ client. Changes to the number of attendees will not be reimbursed after this date.
5. Queensland legislation prohibits smoking in enclosed spaces therefore smoking is not permitted inside the centre. Non-compliance with this policy may result in a fine.
6. Package prices are subject to change without notice, though once confirmed by both QPAC and the client as per signature on this form, QPAC agrees to abide by the quoted price/s.
7. If at any time in the opinion of the Chief Executive or the Chief Executive's authorised officer it is considered that the venue hire is contrary to the interests of the Trust or the proposed use is inconsistent with other uses of the venue, the Trust may revoke or discontinue the authority hereby granted at any time by giving the client notice in writing.
8. The trust will not be liable for any loss or damage to any property arising out of the hire nor for any loss or damage or injury, which may be incurred.
9. The hirer/ client will be responsible for any damage/ maintenance or cleaning above the accepted standard function post event of QPAC.
10. The hirer is by law not permitted to on-sell their corporate host package to groups or individuals at a lower, equal or higher rate.

I hereby agree to the following timelines for my function to ensure that all information is provided to QPAC to give sufficient time for processing:

1. Payment for function is seven (7) days from date of invoice, in guidance with QPAC's invoicing terms.
2. Logo to be provided to QPAC no later than four (4) weeks prior to event, for inclusion on collateral associated with the function.
3. Menu selection sent to host coordinator – final decision is to be confirmed four (4) weeks before function date. If the menu selection is not received by the agreed deadline, the caterer reserves the right to make the menu selection on your behalf.
4. Optional Items available in the package to be determined, discussed and decided four (4) weeks prior to function
5. Final numbers of attendees to the function to be sent four (4) weeks to prior to function date
6. Any dietary requirements to be advised four (4) weeks before function date
7. Seating arrangements if necessary to be provided two (2) weeks prior to function
8. Guest lists provided to QPAC seven (7) working days prior to function. These are required for safety and security purposes.
9. All extra requirements outstanding for function, for example special access or assistance, audio equipment or other must be finalised no later than seven (7) working days prior to function
10. Clients will be advised of the necessary start time for their function. Failure to arrive on time may result in inability to deliver the full catering package booked by the client. QPAC accepts no responsibility should late arrival affect the format of the function.

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### Signed in Agreement:

CLIENT:

Date:

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Please print name here

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Please sign here

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