



CORPORATE ENTERTAINING QPAChosts

Please return booking form to heidi.arni@qpac.com.au

Client contact details (* denotes required fields)

*Company: _____
*Contact name: _____
*Contact position title: _____
*Contact phone: _____ *email: _____
*Postal address: _____

Performance/ticket details

*Performance title: Mary Poppins
*Performance date: _____
*Performance time: _____
Ticket price: \$ _____ per ticket
*Number of tickets: _____
Total ticket price: \$ _____

Function details

- Ovation @ \$250.00 per person (sit down – min 12 pax)
- Bravo @ \$195.00 per person (sit down – min 12 pax)
- Applause @ \$130.00 per person (stand up – min 20 pax)
- Overture @ \$100.00 per person (stand up – min 20 pax)
- Custom (QPAC Hosts Coordinator will be in touch to discuss)

*Number of guests: _____

Total function price: \$ _____

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ADDITIONAL OPTIONS

VIP car parking:	_____ x \$18.00 per voucher	= \$ _____
Extra Programs:	_____ x \$20.00 per program	= \$ _____
<small>(all packages include 1 program per couple)</small>		
Alternate Drop:	_____ x \$10.00 per person	= \$ _____ (Minimum of 20 guests)
Premium Beverage Upgrade:	_____ x \$9.00 per person	= \$ _____ (Applause package only)
Deluxe Beverage Upgrade:	_____ x \$16.00 per person	= \$ _____ (Applause/Bravo packages)
Stand up Plated Meal:	_____ x \$18.00 per person	= \$ _____ (Applause package only)
Post Performance Dessert:	_____ x \$29.50 per person	= \$ _____ (Applause package only)
Total Price		= \$ _____

NOTE: We highly recommend booking VIP car parking for **guaranteed** car parking or pre-ordering your cab below during the season - we anticipate demand to exceed the number of available spaces in the car park.

PRE BOOKING A TAXI

Our friends at Black and White Cabs have offered QPAC hosts clients a variety of services to add ease to your corporate entertaining.

If you would like to pre-order a cab, indicate the numbers required below.

Business class: _____ pre show _____ post show

(Standard fee of \$11.00 is payable per trip by the customer)

Maxi taxi: _____ pre show _____ post show

(Standard fee of \$11.00 is payable per trip by the customer)

QPAC will require each persons name and contact phone number. This will then be provided to Black and White Cabs Business Class operators to contact you directly on the date of your function for confirmation on pick up location and time.

NOTE: It is advised for you to relay to your guests they will need to factor in traffic time for their pick up time and location. Functions will begin at the nominated time of the confirmation letter sent to you once booking is confirmed.

QPAC are not responsible for the arrival time of cabs. Black and White Business Class are dedicated to ensure your taxi will arrive at your requested time. Each fare is required to be paid by the customer – if a receipt is required please request this from the driver.

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

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

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Payment Options

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 heidi.arni@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.

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

CORPORATE ENTERTAINING

QPAChosts

Terms and Conditions

1. Cancellation: More than 4 weeks prior to function date: Refund is provided excluding ticket price and 10% cancellation fee.
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 Director or the Director'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.
11. If you or any of your guests/attendees have a food allergy or intolerance:
Before consuming any Sustainable Catering Services products, please consider that they are produced in facilities which handle the following ingredients: milk, egg, soy, seafood (including crustaceans), peanuts, sesame seed, tree nuts, gluten (from wheat, rye, barley, oats & spelt) and celery

It is not possible to guarantee the total absence of these ingredients in any Sustainable Catering Services product

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 confirmed four (4) weeks prior to 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 confirmed 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 two (2) weeks prior to 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 NAME: _____

DATE: _____

CLIENT SIGNATURE: _____

