



Thank you for your interest in booking with NCIE Fitness & Aquatics Conference Service. Please provide your booking details and requirements and return by email. We will contact you with a quote.

**CONTACT DETAILS**

Organisation: \_\_\_\_\_ ABN: \_\_\_\_\_  
Contact: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_  
State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**TEA & COFFEE STATION AVAILABLE**

All day Tea, Coffee & Cookie Station with 1 bottled water @ \$19.00 per head: \_\_\_\_\_

All day Tea, Coffee & Cookies Station Café Style with 1 bottled water @ \$24.00 per head: \_\_\_\_\_

Bottled Juice mixed flavours @ \$5.50 per bottle: \_\_\_\_\_

Sparkling Water @ \$5.50 per bottle: \_\_\_\_\_ Bottled Still Water @ \$5.00 per bottle: \_\_\_\_\_

**CATERING AVAILABLE**

**CATERING ORDER MINIMUM IS 20 PEOPLE.**

**Morning Tea:** (An assortment of croissants, pastries, muffins, danishes and fruit bowl.) All day Tea, Coffee & Cookie Station with bottled water = **\$35.00 per person:** \_\_\_\_\_

**Afternoon Tea:** (An assortment of different Slab cakes and fruit bowl.) All day Tea, Coffee & Cookie Station with bottled water = **\$35.00 per person:** \_\_\_\_\_

**Gourmet BBQ Deluxe Lunch:** Chicken skewers, Lamb skewers, Beef or Pork Sausage, Veggie Pattie or Veggie Sausage (choice of 3 items) and Salads: choice of 4 salads, Bread roll / GF Bread, includes: Napkins and Plates and Cutlery = **\$55.00 per person:** \_\_\_\_\_

**Gourmet BBQ Standard Lunch:** Chicken skewers, Beef or Pork Sausage, Veggie Pattie or Veggie Sausage (choice of 2 items) and Salads: choice of 3 salads, Bread roll / GF Bread, includes: Napkins and Plates and Cutlery = **\$40.00 per person:** \_\_\_\_\_

**Sausage Sizzle:** Chicken, Beef or Pork Sausage (choice of 2 items), Veggie Sausage, Onions, Buttered Bread roll / GF Bread, Drink: Cordial, includes: Napkins, Hot Dog Tray and cups = **\$25.00 per person:** \_\_\_\_\_

**ADDITIONAL COMMENTS/REQUESTS:** \_\_\_\_\_

---

---

---

---

---

## HEALTH & SAFETY

### SMOKING, DRUG AND ALCOHOL

Smoking and vaping are not allowed anywhere on the NCIE site nor within the NCIE Fitness & Aquatics Centre. The possession, sale or consumption of tobacco, alcohol or illegal drugs on site is prohibited.

### OFFENSIVE BEHAVIOUR AND/OR LANGUAGE

Offensive behaviour and /or language includes all/any behaviour that is perceived as inappropriate, aggressive, demeaning or discriminating (language or actions) towards others (including family / team members) is unacceptable. Any offensive behaviour within your group may result in the immediate termination of your hire agreement with NCIE Fitness & Aquatics.

### CANCELLATIONS

Catering cancelled within 72 hours prior to scheduled booking date/ time will incur a charge at the full rate of the catering. Management reserves the right to cancel any booking at any time if management deem necessary.

- 7 days before onsite booking - No Cancellation Fee applies.
- 6 days to 4 days before onsite booking - 50% Cancellation Fee applies.
- Within 72 hours of onsite booking - 100% Cancellation Fee applies.

### INDEMNITY

The hirer will and does hereby indemnify and hold indemnified the NCIE Ltd from and against all actions, claims, demands or proceedings which may be instituted against the NCIE or its officers, staff and contractors in respect or arising from any incident, loss, damages or injury to persons or property by reason of any act or omission by the hirer in connection with the equipment or facilities hired.

Hirers must provide their own first aid. NCIE Fitness & Aquatics will only provide First Aid in the event of an emergency, in all other events it will only support the provision of First Aid.

### PAYMENT

All catering orders must be paid in full at the time of booking.

I \_\_\_\_\_ of the abovementioned group have read and accepted the Conditions of Hire and reviewed the Health and Safety information.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_