



# Value for Money Assessment

## Grant Management Unit Recall

This proposal is used to support the approval of **Departmental funding** commitment of relevant money for goods or services under the PGPA Act and is to be attached to the Finance One Procure to Pay (P2P) contract record prior to submitting it to the Delegate in P2P for approval.

### Background

A national 3 day GMU recall is proposed for 12-14 November 2024. The recall has a number of objectives including staff development, building relationships, skill development and priority setting. The benefits of bringing the whole of the GMU together include the ability to align the team and provide clarity on expectations and direction, to provide skill development in key areas (potentially concurrent masterclasses), provide opportunities for staff to contribute on the implementation the Optimisation of Grants Administration initiatives or the design of programs like RJED. The agenda will be determined by a GMU working group comprising representatives from GMUs throughout Australia.

### Contract Term

Contract Term	Date
Initial start date:	13 November 2024
Initial end date:	14 November 2024
Extension option:	Not Applicable

### Contract Value

The Delegate will be approving the **initial contract value** in accordance with Section 23.3 of the PGPA Act.

A separate approval is required for each extension option/variation that is undertaken and when value for money is reassessed.

The initial value of this procurement is **\$40,000** (GST inclusive) for venue hire and catering at **Manuka Oval** for Days 2 & 3 of a 3 Day recall of GMU staff to be held in Canberra.

Tax Determination 2024/3 for catering of morning tea, lunch and afternoon tea sets a reasonable limit of \$110.10. Manuka Oval daily catering costs per person is \$99 pp which includes a hot lunch is within the ATO limits.

The amount is described in the "How was value for money achieved?"

Financial year	Current - GL	Next financial year 1*	Next financial year 2*	Other
Proposed expenditure	\$40,000	\$0	\$0	\$ enter amount

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\* FY values for each financial year are to be entered into separate line items in the 'Contract Schedule' section when entering the contract into Procure to Pay.

Funding Source	Cost Centre	Natural Account	Project Code
Departmental	D27	12361	61Q

➔ Visit the [Corporate Services Finance page](#) - under the **Managing Accounts** heading click on 'Chart of Accounts' and 'Cost centre listing' to obtain cost centre, natural account, and project codes. Confirm the codes are correct through your [Departmental Finance Business Partner](#).

## Estimated whole-of-life value

Taking into consideration whole-of-life costs (extension options, additional features (within the original scope), maintenance etc.) the total whole-of-life value of the procurement is estimated at \$55,000 (GST Inclusive).

! The Delegate is not approving this amount. This gives the Delegate an indication of the whole-of-life cost. A separate approval is required for each extension option/variation that is undertaken and when value for money is reassessed.

## Indigenous Procurement Policy

It is a requirement under the Indigenous Procurement Policy Mandatory Set-Aside (IPP MSA) that Departments look first to Indigenous business for all procurements:

- Delivered in Remote Areas regardless of value (check the [RIPP Map](#)); and/or
- With an estimated whole-of-life cost between \$80,000 and \$200,000 (GST inclusive).

Note: whole-of-life cost = the initial value and any extension option/s.

If the Indigenous business can deliver the goods or services on a value for money basis you must give the work to the Indigenous business.

Application of the Indigenous Procurement Policy
<input type="checkbox"/> This procurement <b>is</b> within the IPP MSA; therefore the IPP <b>does</b> apply to this procurement. The following action was taken to comply: <input type="text" value="enter details"/>
<input checked="" type="checkbox"/> This procurement <b>is not</b> within the IPP MSA; therefore the IPP <b>does not</b> apply to this procurement.
<input type="checkbox"/> A mandatory panel arrangement or Whole of Australian Government arrangement is being used; therefore the IPP <b>does not</b> apply to this procurement.

## Consultancy Services

Non-Corporate Commonwealth Entities (NCCEs) are required to identify on AusTender whether contracts are for the procurement of consultancy services. Guidance to assist in distinguishing between a consultancy and a non-consultancy contract is provided under Appendices 2-4 of [Resource Management Guide 423](#) – Procurement Publishing and Reporting Obligations.

- The [Management Advisory Services \(MAS\)](#) panel is **mandatory** for NCCEs when procuring consultancy services.
- Refer to [NIAA Financial Delegations – Note 2](#) (page 15) for further COO and/or CEO approval process regarding Consultancies.

In accordance with the [Department of Finance consultancy definition](#) and [RMG423](#), the proposed arrangement is:

The services involve the development of an intellectual output that assists with agency decision making.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
The intellectual output will reflect the independent views of the service provider.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
The intellectual output is the sole or majority element of the contract in terms of relative value and importance.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If you answered **NO** to **ANY** of the above go to PART A.  
 If you answered **YES** to **ALL** of the above go to PART B.

**PART A – Not a consultancy**

Select one of the following:

- Purchase of goods.
- Services are performed under supervision of the entity. The entity specifies how the work is to be undertaken and has control over the final form of any resulting output.
- Professional or expert services delivered without a high level of supervision and direction from the entity, however, the output produced will not necessarily represent the independent views of the service provider – i.e. the entity controls the form of the output.
- Services performed are the day-to-day duties of the entity. The skills required to perform the services would normally be maintained within the entity.
- The independent intellectual output is not the sole majority element of the contract in terms of relative value or importance.

**PART B – Is a consultancy**

Select one of the following:

- This consultancy **will be** procured from the mandatory MAS panel.
- This consultancy is **in scope** of the MAS panel but **will not be procured** from the MAS panel.  
 ! This is a non-compliance with section 4.12 of the Commonwealth Procurement Rules. Provide an explanation as to why the MAS panel will not be used: **enter explanation.**
- This consultancy **is not within** the scope of the MAS panel – select reason why:
  - Services available under other WoAG arrangements such as legal services.
  - Services that are unique to information and communication technology, and property consultancy services.
  - Environmental management and assessments.
  - The engagement of an ‘eminent person’ or prominent individual appointed by an Agency to provide particular services.
  - Specialist consultancy services that are unique to Agencies that are not provided through the Service Categories.

Supporting Justification (if required):

**Consultancy Reason (select one reason only):**

- Need for independent research or assessment.
- Need for specialised or professional skills.
- Skills currently unavailable within the agency.

## Recruitment and labour hire services

Recruitment or labour hire services **must** be procured from the whole of government People Panel. For more information visit the [People Panel website](#).

**Not Applicable**

Or complete the table below:

PART A - The services are in scope of The People Panel
<input type="checkbox"/> This recruitment, search or labour hire services <b>were</b> procured from The People Panel.
<input type="checkbox"/> This services are in scope of one of the following, but were <b>not</b> procured from The People panel: <u>Phase 1: Recruitment and Search Services</u> (SON3897769); or <u>Phase 2: Labour hire services</u> (SON3965020), <p>! This is a non-compliance with section 4.12 of the Commonwealth Procurement Rules. Provide an explanation as to how the non-compliance occurred:</p>
PART B - The services are <b>not</b> in scope of The People Panel
<input type="checkbox"/> Services available under other WoAG arrangements such as consultancy services, legal services and property services.
<input type="checkbox"/> Procurement of services other than recruitment of APS personnel required by a Commonwealth entity for ongoing or non-ongoing positions; search activities relating to board positions; or Labour hire.
<input type="checkbox"/> Provision of labour hire workers for roles listed as out of scope in the Job Mapping Matrix. Note: ICT contractor services are out of scope.
<input type="checkbox"/> Global search services
<input type="checkbox"/> Delivery of training
<input type="checkbox"/> The engagement of an eminent person, a prominent individual appointed by an Entity to provide particular services.

## Procurement method

**Open Tender**

- Request for Tender via AusTender
- Standing Offer Panel: enter panel SON and name.

**Limited Tender**

Involves approaching one or more potential suppliers to make submissions when the process is not subject to the requirements for an Open tender or panel arrangement.

Valued under \$80,000 (GST inclusive)

Valued at or above \$80,000 (Including GST) and meets a Condition for Limited Tender under paragraph [10.3](#) of the CPRs, or an exemption from Division 2 under [Appendix A](#) of the CPRs. Enter the limited tender condition or exemption and supporting justification.



## How was value for money achieved?

The information provided in this section of the assessment must be sufficient to demonstrate to the delegate that the proposed arrangement represents the proper use of the relevant money (i.e. the efficient, effective, economical and ethical) and must be commensurate with the scale and scope of the proposal:

	Detail
<p>How did you approach the market? <i>I.e. Open Tender, Limited Tender.</i></p>	<p>Limited Tender</p>
<p>How many suppliers, who did you approach, what is their country of tax residency and why were these providers chosen? <i>Note - for all procurement activities \$200,000 (GST inclusive) or more potential suppliers are required to provide their <u>country of tax residency</u> in their quote.</i></p>	<p>8 venues were contacted in writing in August 2024 when the meeting was first planned for October 2024. Following a date change to November 2024, a significant number of venues (approximately 25) were contacted for their availability for the 12-14 November 2024. Based upon our meeting requirements (participant numbers, breakout rooms and catering) only two venues were deemed suitable.</p>
<p>Who is the preferred Supplier name and ABN?</p>	<ul style="list-style-type: none"> <li>• <b>Manuka Oval (Days 2 &amp; 3) Venue and Catering – Gema Group</b></li> <li>• <b>Old Parliament House (Day 1) Venue and Catering– Restaurant Associates</b></li> </ul>
<p>Outline the key strengths in the preferred supplier’s submission that demonstrated their capacity to deliver the services.</p>	<p>The suppliers were considered against a range of factors such as availability, location, transport requirements, inclusions and venue ambience. OPH and Manuka Oval were the only venues available that met the requirements of the Recall. After considering the previous written quotations that were sought for original proposed dates in October 2024, the quotes appeared reasonable.</p> <p>The quotes from each venue are subject to amendment based upon participant numbers. The Tax Determination 2024/3 limit for catering of morning tea, lunch and afternoon tea is \$110.10. Catering by Gema Group at Manuka Oval is \$99 pp which includes a hot lunch and these are within the ATO limits.</p>
<p>How have you determined that the proposed cost is commensurate with the services e.g. fees are consistent with established market rates OR bids were received through a competitive market process?</p>	<p>During August 2024 a range of quotes were sought for the Recall to be held in October 2024. The per participant rate each day varied amongst the providers between \$85 to \$119, however, some quotations included AV and Room Hire whilst others did not. On the whole, all appeared reasonable, however, availability was very tight and many could not provide their venues for 3 days. The current quotations for November 2024 are within the Reasonable ATO limits. A lower than expected participant rate will be set at 100 participants in each contract, rather than the expected 115 participants. Participant numbers can be increased up until 14 days of the event. In the event we need to add additional participants above 115, an additional amount has been added to the procurement total to cover for any contingencies up to 130 participants. Other contingencies are included within the procurement limits eg need for additional audio visual.</p>

Detail	
What will be the overall benefit to the business area and the department when the goods or services are delivered?	The benefits of bringing the whole of the GMU together include the ability to align the team and provide clarity on expectations and direction, to provide skill development in key areas (potentially concurrent masterclasses), provide opportunities for staff to contribute on the implementation the Optimisation of Grants Administration initiatives or the design of programs like RJED.

## Risk rating

A risk assessment must be completed for all procurements, regardless of value or method of payment.

The highest level of risk rating arising from any treated risk associated with this procurement has been assessed as: **Low**.

## Probity obligations

Probity is the evidence of ethical behaviour, and can be defined as complete and confirmed integrity, uprightness and honest in a particular process.

All staff involved in the procurement process must make themselves aware of their probity obligations, including:

- proper use and management of public resources
- not making improper use of your position
- avoid placing yourself in a position where there is the potential for claims of bias
- treating all tenderers equitably
- managing conflicts of interest appropriately
- treating confidential information appropriately during and after a procurement process
- retaining appropriate records.

Probity obligations
<input checked="" type="checkbox"/> I have read the information on the <a href="#">probity in procurement</a> webpage and acknowledge the probity obligations.

## Other Requirements

Requirement	Yes / No / Not applicable	If Yes, provide details:
Does the procurement involve a contingent liability?	Yes	<b>A contingent liability form for the venue has been completed.</b>
Has the contract identified any specific contract or output confidential information?	No	
Is there a need for Supplier’s specified personnel to complete a Deed of Confidentiality?	No	
Have any actual, potential or perceived <sup>1</sup> conflicts of interest been declared by staff or the supplier in relation to this contract?	No	

<sup>1</sup> **Actual:** a situation which occurs when a person’s private interests conflict with their public duties.

<p>Will the procurement activity or services provided in the resulting contract involve direct or indirect contact with children or young people?</p> <p>If 'yes' – please contact the Procurement team for assistance.</p>	<p>No</p>	<p>If 'yes' particular clauses are to be included in the approach to market documentation and resulting contract to comply with the <a href="#">Commonwealth Child Safe Framework</a>.</p>
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## AusTender Information

Detail	
<p>Is this contract to be reported on AusTender?</p> <p>Refer to <a href="#">Resource Management Guide (RMG) 423 – Part 3: Contract and Reporting</a> for reporting obligations.</p>	<p>Yes</p>
<p>If no – provide additional information</p>	<p>NA</p>
<p>If yes – provide AusTender <a href="#">UNSPSC</a></p> <p>Commonly used examples:</p> <ul style="list-style-type: none"> <li>- 80100000 (Management Advisory Services)</li> <li>- 80101504 (Strategic Planning Consultation Services)</li> <li>- 80101505 (Corporate Objectives or Policy Development)</li> <li>- 80111600 (Temporary Personnel Services)</li> <li>- 86000000 (Education and Training Services)</li> </ul>	<p>90110000</p>
<p>If yes – provide <a href="#">AusTender Description</a></p>	<p>Hire of venue or meeting rooms for conferences, meetings, seminars, workshops etc.</p>
<p>Number of extension options</p> <p><i>(If a contract has extension options, the number of options must be reported on AusTender)</i></p>	<p>Nil</p>
<p>Maximum contract end date</p> <p><i>(Where a contract has extension options the maximum date if all extension options are executed must be reported on AusTender)</i></p>	<p>14 November 2024</p>
<p>Number of invited suppliers</p> <p><i>(Where a contract was procured via limited tender, or standing offer arrangement the number of suppliers approached must be reported on AusTender)</i></p>	<p>8</p>

## Next steps

- If the contract value is under \$10,000 (GST inclusive) follow the process in [Procurement less than \\$10,000](#).
- If the contract value is \$10,000 (GST inclusive) or more:

**Potential:** a situation in which a personal interest could, in the future, lead to a conflict of interest.

**Perceived:** a situation that could appear to a third party to present a conflict of interest, even if the actual conflict has not yet, or cannot, be established.

- Create a Detailed Contract (NCD) from the approved Requisition (NRD) in P2P and submit for Approval for Commitment of Relevant Money from an appropriate [delegate](#).
  - Execute a Contract with the preferred Supplier.
- Your contract will be published on AusTender by the Procurement team (if over \$10,000 GST inclusive and *not exempt from reporting*).



# GEMA GROUP – MANUKA OVAL CANBERRA

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Document 2





# WELCOME

Dear s22(1)

Thank you for choosing Manuka Oval catered by GEMA GROUP as the venue for your upcoming event in November 2024. The GEMA Group would be delighted to cater for and accommodate you and your guests.

Our professional team will ensure your event runs smoothly and that you enjoy your time in our bright and contemporary venue.

Following is a proposed event run sheet for your program. Please have a read and advise if you require anything additional or something that better fits your needs.

To confirm please read and sign the terms and conditions and email the signed copy to [canberraevents@gema.com.au](mailto:canberraevents@gema.com.au). A confirmation payment of \$500.00 is required to secure the booking and will be deducted from your final invoice.

Please do not hesitate to contact us to arrange a site inspection or to enquire with any questions you may have.

Kind Regards

s47F

Corporate Sales and Events Manager | CBR  
PO Box 4223 Manuka ACT 2603 Australia





# MANUKA OVAL EVENT ORDER

EVENT:	NIAA Conference		
EVENT DATE:	Wednesday 13 <sup>th</sup> November 2024 – Day 1		
CLIENT COMPANY:	National Indigenous Australians Agency	PRINT TIME:	16/09/2024 12:49 PM
CLIENT CONTACT:	s22(1)	VERSION:	# 1
CLIENT NUMBER:	s22(1)	GEMA CONTACT:	s47F
CLIENT EMAIL:	s22(1)@niaa.gov.au		canberraevents@gema.com.au

FUNCTION ROOM:		ROOM HIRE:	PAX:
Bradman Room		s47	100
TIME	ITEM	ADDITIONAL INFORMATION	PRICE
8.00am	Client access Bump in	<b>PARKING (20 spaces)</b> Limited parking space in venue is available, please let us know if you require this parking option  There is parking on the residential streets or at the nearby Wilson's car park	<div style="font-size: 48px; color: red; text-align: center;">s47</div>
ALL DAY	<b>Coffee &amp; Tea Station x 2</b> ... Nespresso Coffee ... Black & Herbal teas ... Hot chocolate		
8.30am - 9.00am	Guests arrive	<b>AUDIO &amp; VISUAL</b> *Laptop must have a native HDMI port *Microsoft Surface Pro laptops are not compatible with our system	
10:30-10:45am	<b>Morning tea:</b> - Choice of two morning tea items		
12.15 – 12.45pm	<b>LUNCH</b> - Chef's hot lunch selection - Seasonal roast vegetables - Bread roll & butter - Fresh fruit platter - Mixed soft drinks and individual juices	Lectern & Lectern Mic 1x Projector and Screen 2 x Handheld Mic 1 x Lapel Mic Stage WIFI	
2:00-2:15pm	<b>Afternoon tea:</b> - Choice of two afternoon tea items	<b>Breakout Rooms:</b> Photographer's Lounge Press Lounge Media Press Lounge	
4.30pm	<b>Event concludes</b> Clients Guest to leave		
5.00pm	<b>Bump Out</b> Client to leave		

STAFFING	ADDITIONAL CHARGES
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Staff included in the day package	s47
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ROOM SET UP	DIETARY REQUIREMENTS
Cabaret   Water and Mints   Pens and pads of paper	To be advised 7 days prior to event

ACCEPTANCE	SIGNATURE	DAY EVENT COST:
I have read and agree that the information provided above is accurate and accept all charges accordingly.		s47 (Day 1) as at 12.09.2024



# MANUKA OVAL EVENT ORDER

EVENT:	NIAA Conference		
EVENT DATE:	Thursday 14 <sup>th</sup> November 2024 – Day 2		
CLIENT COMPANY:	National Indigenous Australians Agency	PRINT TIME:	16/09/2024 12:49 PM
CLIENT CONTACT:	s22(1)	VERSION:	# 1
CLIENT NUMBER:	s22(1)	GEMA	s47F
CLIENT EMAIL:	s22(1)@niaa.gov.au	CONTACT:	canberraevents@gema.com.au

FUNCTION ROOM:		ROOM HIRE:	PAX:
Bradman Room		s47	100
TIME	ITEM	ADDITIONAL INFORMATION	PRICE
8.00am	Client access Bump in	<b>PARKING (20 spaces)</b> Limited parking space in venue is available, please let us know if you require this parking option	s47
ALL DAY	Coffee & Tea Station x 2 ... Nespresso Coffee ... Black & Herbal teas ... Hot chocolate	There is parking on the residential streets or at the nearby Wilson's car park	
8.30am - 9.00am	Guests arrive	<b>AUDIO &amp; VISUAL</b> *Laptop must have a native HDMI port *Microsoft Surface Pro laptops are not compatible with our system	
10:30-10:45am	Morning tea: - Two options, chef's choice		
12.15 - 12.45pm	<b>LUNCH</b> - Chef's hot lunch selection - Seasonal roast vegetables - Bread roll & butter - Fresh fruit platter - Mixed soft drinks and individual juices	Lectern 1x Projector and Screen 2 x Handheld Mic 1 x Lapel Mic Stage WIFI	
4.30pm	Event concludes Clients Guest to leave	<b>Breakout Rooms:</b> Photographer's Lounge Press Lounge Media Press Lounge	
5.00pm	Bump Out Client to leave		
STAFFING		ADDITIONAL CHARGES	
Staff included in the day package		s47	
ROOM SET UP		DIETARY REQUIREMENTS	
Cabaret   Water and Mints   Pens and pads of paper		To be advised 7 days prior to event	
ACCEPTANCE	SIGNATURE	DAY EVENT COST:	
I have read and agree that the information provided above is accurate and accept all charges accordingly.		s47 (Day 2) as at 04.09.2024	
	<b>TOTAL EVENT</b>	<b>\$24,302.00</b>	





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# TERMS AND CONDITIONS

The GEMA Group uses best endeavours to ensure your event runs smoothly and to provide you any information or service requested.

The following terms and conditions are applicable to your event.

## 1. Confirmation and Deposit

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Confirmation of your event is only guaranteed after the Method of Payment and Terms and Conditions forms are completed and received by the functions and events consultant with the \$500.00 non-refundable deposit. This amount shall be deducted from your final account. GEMA Group reserves the right to cancel any unconfirmed bookings.

## 2. Final Payment

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If a credit arrangement does not exist with the GEMA Group. The estimated event charge in full less the amount of any deposit already paid, must be paid at least FOUR business days prior to your event. Any overpayment will be refunded to you. (Amex incur 2.5% surcharge, Visa & Mastercard incur 1% surcharge)

If a credit arrangement does exist with the GEMA Group. Final payment in the form of company cheque, credit card (Amex incur 2.5% surcharge, Visa & Mastercard incur 1% surcharge) or electronic funds transfer is required within 14 days of issuing of invoice.

## 3. Charges and GST

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The event charge will be based on the rates quoted in the Event Proposal unless you require any changes to your event in which case GEMA Group will advise you of any charges. The Total event charge has been provided to you as an indicative figure only.

All rates are given in Australian Dollars and are inclusive of Goods and Services Tax as defined in A New Tax System (Goods and Services) Tax Act 1999. If any additional or increased taxes or levies are introduced after the date of the Event Order, GEMA Group reserves the right to require payment of the relevant additional amount.

Gema Group reserves the right to charge for additional extras ordered by the facilitator (whom has been advised by the organiser) on the day of the event. All bookings on Public Holidays or Sundays will attract a \$5.00 per person surcharge on the total amount.

## 4. Circumstances beyond the control of GEMA Group

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If GEMA Group or Manuka Oval is unable to provide the facilities or any other arrangements for your event or any part of it or cannot otherwise perform the terms of the Event Order due to circumstances beyond GEMA Groups and Manuka Ovals control, GEMA Group and Manuka Oval is not responsible for any costs, damages or expenses that you may suffer or incur.

## 5. Function Cancellation and Change of Date

We would be disappointed if your event cancelled. However we realise that circumstances occasionally make it necessary. If your event is cancelled your confirmation deposit is forfeited to cover administration costs and any potential loss of business. If your event is cancelled less than 7 days but more than 48 hours prior to the start of your function in addition to the deposit being forfeited you must pay an additional 50% of the total estimated event charge. If the event is cancelled less than 48 hours before the start time of your function, in addition to the deposit being forfeited you must pay the total full balance of the estimated event charge.

If you require to change your date, where the room is available with the new date within 15 days of your original booking date, GEMA Group will do so without any extra charges applying. Where the rooms is not available the original booking will be treated as a cancellation.

## 6. Final Details

Guaranteed minimum numbers of guests attending the event is to be finalised 14 days prior to the event. Charges will be based on the final head count or guaranteed numbers whichever is greater. 14 day before your event numbers can only be increased from your guaranteed minimum numbers not decreased.

All final details, menus, beverages, entertainment, audio visual, room set ups and starting and finishing times must be confirmed in writing at least 14 days prior to the function. Final payment must be made FOUR days prior to the event start date and can be made via bank cheque, credit cards (Amex incur 2.5% surcharge, Visa & Mastercard incur 1% surcharge), cash and electronic funds transfer.

## 7. Food and Beverage

No food or beverage may be brought on to the premises for consumption before during or after the event without prior approval. Speciality cakes may be exempt (ie wedding cake). A wavier must be supplied with item delivery.

GEMA Group practices principles of responsible service of alcohol. Intoxicated persons will not be served alcohol and may be removed from the premises. Persons under the age of 18 years will not be supplied alcohol.

## 8. Prior Approval

Prior approval from GEMA Group and Manuka Oval is required for:  
Displays of any kind intended to be located outside the designated event room;



Attaching anything by staples, pins, nails, screws or adhesive to any wall, door or other part of the venue;

Advertising in relation to the event which includes reference to the venue;

The use of smoke machines, special balloon effects and/or pyrotechnics due to the effect on the venues smoke detectors. Should the Fire Brigade respond to an alarm in the event room, which has been set off by and unauthorised use of smoke machines, special balloon effects and/or pyrotechnics, you will be liable for any charges incurred by the venue.

## 9. Conduct of Event

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Unless otherwise agreed by GEMA Group your event must finish at the time specified in the Event Order. GEMA Group reserve the right to book other events in the same function room up to 30 minutes before the access time specified in the Event Order and 30 minutes after the finish time specified in the Event Order.

If an event should go beyond the agreed finishing time, GEMA Group reserves the right to impose an additional charge for every 30 minutes or part thereof.

Your event must be conducted in an orderly and lawful manner. GEMA Group and/or Manuka Oval reserves the right to end your event if GEMA Group and/or Manuka Oval reasonably believes that your event is not being conducted in an orderly or lawful manner. GEMA Group and Manuka Oval has no responsibilities to you for any costs, damages or expenses that you may incur in relation to GEMA Group's and/or Manuka Oval's termination of your event.

GEMA Group and/or Manuka Oval may remove or deny entry to anybody being disruptive or acting in a disorderly manner. You are not permitted to exceed any noise levels that in the opinion of the venue, may disturb other guests. You must ensure that you and your guests and invitees at your event do not breach any statutes, by laws, or regulations including GEMA Group's and Manuka Oval's liquor license and fire regulations

## 10. Responsibility and Indemnity

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GEMA Group and Manuka Oval is not responsible for the theft, damage or loss of any goods, including food and beverage brought into the venue or car park to the event and the effect of it afterwards.

You are responsible for any additional cleaning requirements which the GEMA Group and/or Manuka Oval considers to be in excess of general cleaning. You are responsible for loss or damage to the GEMA Group and/or Manuka Oval including venue and furnishings arising out of use, or any person attending the event.

## 11. Agency

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Unless otherwise agreed, the party which signs these terms and conditions will be the party responsible for the payment of the event charge. If the event is booked by an agent on behalf of a third party, the third party must also sign these terms and conditions. Alternatively, the agent must provide GEMA Catering authorisation from the third party which confirms the agent is authorised to sign these terms and conditions.

I have read, understand and acknowledge the above terms and conditions and wish to confirm my event booking.



Authorised Signature:

s22(1)

Date:

17 September 2024

Authorised Print Name:

s22(1)

Company:

National Indigenous Australians Agency

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# PAYMENT AUTHORISATION

BILLING DETAILS			
Name		Contact Number	
Contact Email			
Postal Address			
Postcode			
Event Date		Event Name	
Event Organiser		Authorised Contact on the Day	
PAYMENT INFORMATION			
Deposit Amount	<b>\$500.00</b>		
Final Payment will be settled prior to the event. Any bar tab that is opened on the day, must be paid in full at the end of your event.			
<b>Credit Card</b> <input type="checkbox"/> (Please tick if paying by credit card)			
Please Tick	<b>AMEX*</b> <input type="checkbox"/>	<b>MASTERCARD*</b> <input type="checkbox"/>	<b>VISA*</b> <input type="checkbox"/>
*Payments made by Amex will incur a 2.5% surcharge. Payments made by Visa or Mastercard will incur a 1% surcharge.			
Card Number			
Expiry Date			
CCV			
Name on Card			
Signature			
<b>Electronic Funds Transfer</b> <input type="checkbox"/> (Please tick if paying by electronic funds transfer)			
Please transfer the amount owing to: s47G			
	BSB:	s47G	
	ACCOUNT:		
	NAME:		
REFERENCE:	"Client Company & Client Contact" – Please see proposal for company name and contact		
*Please ensure a remittance advice is sent through to GEMA Group upon payment.			