



NIAA December SES leadership forum - Contract Agreement

Event Date: Wed 04 Dec 2024 to Thu 05 Dec 2024

Prepared For: s47F, National Indigenous Australian Agency

workforcecapability@niaa.gov.au

Date: Tuesday, 1 October 2024



OFFICIAL Document 1

CONFERENCE & EVENTS CENTRE

Dear s47F,

Thank you for choosing the 59 Cameron Ave Conference and Event Centre for your upcoming event.

The 59 Cameron and Event Centre is ideally located on the top floor of Mercure Canberra Belconnen, in the heart of Belconnen. The venue is only 8 km away from the Central Business District of Canberra and is conveniently situated near the Belconnen Business District, Westfield Belconnen, University of Canberra, Australian Institute of Sport, and GIO Stadium.

This purpose-built facility boasts five modern spaces that can accommodate small board meetings or larger gatherings of up to 400 people. The venue is designed to offer breathtaking views of Lake Ginninderra and the Brindabella mountains, making it a light-filled and technologically advanced setting. Additionally, we offer 200 undercover car parks located within the complex, and we can also provide accommodation offers at Mercure Belconnen for attendees.

To confirm your booking please sign one copy of this agreement, terms and conditions or in this situation acknowledgement and detailed paperwork.

Felicity, thank-you again for your consideration and we look forward to working with you to ensure a successful and memorable stay. Should you have any further questions, please do not hesitate to contact me.

Regards,

s47F
Director of Sales and Marketing
Mercure Canberra Belconnen
s47F
Email: s47F@accor.com



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Event Information

Event Name: NIAA December SES leadership forum Date: Wed 04 Dec 2024 to Thu 05 Dec 2024
Booking #: OH2K473A6K Pax: 58
Email: workforcecapability@niaa.gov.au Phone:
Address: Australia,

Estimated Budget Outline

Table with columns: Event, QTY, Cost, Total (Inc. Tax), Master. Rows include Day 1 (Wednesday, 4 December 2024) and Day 2 (Thursday, 5 December 2024) with sub-rows for delegate packages and venue hire, totaling \$11,448.00.

Payment Information

Table with columns: Due Date, Description, Amount. Rows include Tuesday, 11 June 2024 (Deposit 10%, \$1,144.80) and Friday 6th of December (Balance, \$10,303.20).



Group Offer

Based upon the requirements as we currently understand them, the following estimated charges will be used to calculate the total amount for payment and cancellation purposes. These rates are inclusive of GST. As details are finalised the payment requirements may change and the payment schedule will be adjusted.

Terms & Conditions

Car Parking: Parking is charged at a rate of \$12.00 per night. Please note that our car park has a height restriction of 2.4 meters

This deposit, along with the signed agreement, is required to confirm and secure the reservation. All bookings require 100% pre-payment 7 working days prior to event
59 Cameron Ave Conference and Event Centre accepts all major credit cards excluding Diners Card (surcharges apply for payments made using credit cards).

Deposit/Final Payment Requirements: Payments can be made to the 59 Cameron Ave Bank Account as follows.



Event NIAA December SES leadership forum

No cancellation penalties will incur for any changes made up to 30 days prior to arrival date.

- Cancellation: Inside 30 days the deposit will be forfeited.
Between day 14-7 60% of the estimated revenue will be charged.
Inside 7 days 100% of estimated revenue will be charged

Menus and Prices: Every possible effort will be made to maintain menus and prices; however, these are subject to change. Every effort will be made to contact the organiser to confirm any changes.

Food and Beverage: No food and beverage is to be brought into the 59 Cameron Avenue Conference and Events Center unless otherwise arranged.

Damage: Loss or damage to any part of the Hotel or 59 Cameron Avenue Conference and Event Centre or its equipment will be the financial responsibility of the organiser. Nothing is to be nailed, screwed, stapled or adhered to any wall, door, window or other part of the building. The hanging of banners must be approved by the Hotel prior to the event.

Insurance: Mercure Canberra Belconnen and the 59 Cameron Avenue Conference and Event Center will not accept responsibility for the loss or damage to any equipment or personal belongings left on the premises prior to, during, or after the function.

TIMETABLE

Who must perform action	Action	When action must be completed
Client	Pay first deposit and return signed contract:	Upon signing contract, this being
Client	Pay final deposit (100% of Remaining Fee):	7 days before Hire Period, this being 27/11/2024
Client	Notify Operator of Event details including: <ul style="list-style-type: none"> • program and timetable; • food and beverage requirements and numbers including vegetarian and other special dietary requirements; • any special circumstances (e.g. flammable substances or visiting dignitaries); and • any additional services required from the Operator either prior to or during the Event 	30 days before Hire Period this being 04/11/2024
Operator	Provide to Client the following: <ul style="list-style-type: none"> • a document setting out the Event details received by the Operator ("Business Event Order") 	21 days before Hire Period this being 13/11/2024
Client	Provide to Operator the following: <ul style="list-style-type: none"> • confirmation of the Event details by signing and returning the Business Event Order to the Operator; and final confirmation of numbers is required. 	14 days before Hire Period this being 20/11/2024
Operator	Provide to Client: <ul style="list-style-type: none"> • invoice of any outstanding amounts payable based on additional services provided by the Operator relating to the Event. 	7 days before Hire Period this being 06/12/2024
Client	Pay outstanding amount of Total Fee: as invoiced by the Operator	Agreement made with client for final invoice after event date



CONFERENCE & EVENTS CENTRE

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Document 1

I agree to the terms & conditions

For the venue

Signature: s47F

Name: s47F

Position: Director of Sales and Marketing

Date: 28th of November 2024

For the organiser

Signature: s47F

Name: s47F s47F

Position: Director, Workforce Capability

Date: 28 November 2024

MEETING PLANNER | MAKE EVERY MEETING **rewarding**

EARN STATUS & REWARD POINTS ON YOUR EVENT

Enter your name

Enter your ALL membership number

59 Cameron Ave Conference & Event Centre

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ABN: 92 008 546 030

Address: Level 11 59 Cameron Avenue Belconnen Australian Capital Territory Australia 2617



Document 2
CONFERENCE &
EVENTS CENTRE

<p>National Indigenous Australian Agency s47F</p> <p>Australia,</p>	<p>Invoice #: 1007121 Booking Reference: OH2K473A6K Booking Value: \$11,448.00 Booking GST: \$1,040.73 Invoice Status: Not Paid Date of Issue: 11 December 2024 Your Contact: s47F Overdue Invoice Total: \$11,448.00 Invoice Due Date: 27 November 2024</p>
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Balance Invoice

NIAA December SES leadership forum from 04/12/2024 to 05/12/2024

Description	Amount
Package "Standard Full Day Delegate Package" on 04/12/2024 for 58 attendees	s47
Package "Standard Full Day Delegate Package" on 05/12/2024 for 58 attendees	
Session "Breakout Space" on 04/12/2024 8:00 AM	
Session "Meeting" on 04/12/2024 9:00 AM	
Session "Breakout Space" on 05/12/2024 8:00 AM	
Session "Meeting" on 05/12/2024 9:00 AM	
Total	\$11,448.00
GST Included	\$1,040.73
Received	\$0.00
Amount Owing	\$11,448.00

<p>Payment Terms Deposit 10% Due on 17/12/2024 Balance Due on 27/11/2024</p>
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<p>How to Pay Direct Debit</p> <p>s47G</p>
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Please use invoice number as your reference

s47G