



Terms & Conditions

Please be aware that bookings are not confirmed until a deposit has been received. Alternatively, you can confirm your dates by providing your credit card details. Deposits must be received 14 days after initial booking to confirm your booking. If a deposit is not received your room may be booked out to another customer without notice. Deposits can be paid by cheque, credit card or cash.

Final numbers must be confirmed 14 days prior to your conference along with your final menu. If numbers on the day are less than quoted from your conference booking form and 14 days notice has not been given to your Function Co-coordinator, the full payment quoted or whichever is greater will be charged.

Full payment is required before the commencement of the conference/function. Any extra's that are required on the day of the conference must be paid for at the conclusion of the conference/function.

Please note that room allocations can be changed without notice at the discretion of management. All equipment hire is available at an additional cost. Refer to your Function Co-coordinator for further details.

Cancellation of Booking

All cancellations after deposit has been receipted or credit card details held incur a \$100 administration fee. Cancellation of up to 2 weeks - forfeit deposit (room hire amount or 10% of function total whichever is greater). Cancellation of less than 2 weeks - forfeit total cost of function.

Please sign and return by fax to 8360 3599, at your earliest convenience to confirm the details and pricing and to agree to the Terms & Conditions of your booking.

Signed: Dated:
Printed:

Method of payment for deposit: (please circle)

Cheque Cash Credit card

Method of payment for Function Balance: (please circle)

Cheque Cash Credit card

Credit card details:

Card number:

Expiry date/..... Verification pin (3 digit number on your card)

Mawson Lakes Hotel

10 Main Street Mawson Lakes SA 5095 P (08) 8360 3500 F (08) 8360 3599

Email functions@mawsonlakeshotel.com.au Web www.mawsonlakeshotel.com.au