

SANTA'S WORKSHOP 2018

BOOKING CONDITIONS & GENERAL INFORMATION



Term and Conditions

(Please ensure ALL members of your booking are made aware of our Terms & Conditions)

Payment Policy

- Friday 14 December 2018 ticket price at \$125.00 per head for early bird, \$130.00 per head if purchased after 30 June 2018, is all-inclusive and includes GST.
- Saturday 15 December 2018 ticket price at \$135.00 per head for early bird, \$140.00 per head if purchased after 30 June 2018, is all-inclusive and includes GST.
- Ticket bookings of 30 tickets or under require payment to be made in full at the time of booking.
- Ticket bookings over 30 tickets require a 50% deposit and full payment by 28 September 2018. Full payment is required for all bookings made after 28 September 2018.

Cancellation Policy

- Strictly no exchange or refund on tickets.
- In the event of cancellation, the initial deposit and any additional security deposit made to date, shall be applied as a cancellation fee.
- Reservation booking payments not received within their respective time frames will result in the tickets being automatically released by the booking system and forfeiture of any monies paid.
- In the event of the Adelaide Convention Centre being unable to hold the event, all security deposit payments made will be refundable in full.

Catering

- Santa's Workshop is an all-inclusive package, no alterations will be made to the menu offered, except in the case of special dietary requirements and intolerances.
- A vegetarian alternative will be available for guests who have pre-registered with a vegetarian requirement. This will not be printed on the menu.
- Special Dietary Intolerances - please advise the Adelaide Convention Centre of any special dietary intolerances / allergies by no later than 10 working days prior to the event.
- If a dietary intolerance has not been registered to the Adelaide Convention Centre by no later than 10 working days prior to the event, an alternate meal to may not be available.
- Patrons must 18 years and over to attend.
- Spirits are available for cash purchase on the night. Please see the waiting staff.

Seating Arrangements

- Tables are for a maximum of 10 people (tables of 12 people are available, subject to availability).
- For groups unable to make a table of 10, the additional tickets will be made available for other guests to purchase on your table. Once your table is booked out, we cannot add any additional people onto your allocated table. Table allocations are made at the discretion of the Adelaide Convention Centre.
- Tickets will be issued within 14 days of confirming your reservation.

Seating Times

- Doors open at 7.00pm for a 7.30pm start.
- No admission without a ticket.
- The event is free seating on your allocated table. Your ticket entitles you to sit at a specific table number on the floor plan, not a particular seat on the table.

Non-smoking Policy

- Santa's Workshop is a non-smoking event.
- Patrons must not bring alcohol with them into the venue.
- Guests may use designated areas outside the Adelaide Convention Centre for smoking.
- Glassware is not to be removed from the halls.

Car Parking Facilities

- Car parking facilities are available in the Riverbank and North Terrace Car Parks which are open 24 hours, 7 days a week. The car parks are situated under the Adelaide Convention Centre and provide quick access to the venue (subject to availability).