

# BEACH LANE

## 2018 TERMS & CONDITIONS

### SUPPORT SERVICES

BEACH LANE's marketing options are available to support your own promotional efforts.

They will help raise awareness to you, your brand, and your upcoming event!

In choosing one of our following marketing options, your message will access:

- 1000+ BEACH LANE Newsletter subscribers
- 3000+ followers on our social media platforms of Facebook & Instagram
- All our customers who frequent our Cafe, 7 days per week.

The sooner you take-up either our **SEEDLING** or **BUDDING** marketing support, the more fruit you will harvest from your efforts.

BEACH LANE Marketing Options	ROOM HIRE ONLY (included)	SEEDLING SUPPORT \$40 <sup>+GST</sup>	BUDDING SUPPORT \$95 <sup>+GST</sup>
Event/class booked in BEACH LANE site calendar	•	•	•
Put your own promotional material up in/around the cafe		•	•
1 x BEACH LANE Newsletter feature		•	•
Interview for Radio Carrum		•	•
Event listed on BEACH LANE site Special Event page		•	•
Your Facebook event shared on the BL Facebook page		•	•
4 x Facebook posts via BEACH LANE page*			•
4 x Instagram posts via BEACH LANE account*			•
2 <sup>nd</sup> BEACH LANE Newsletter feature			•
Ongoing BL newsletter mention for duration of promo time			•
Additional 4 x Facebook posts via BL Facebook page*			•
Additional 4 x Instagram posts via BL account*			•

\* Facebook and Instagram posts are linked

### BOOKING TERMS & PAYMENTS

Please refer to our schedule of fees for current room hire options and charges.

To reserve a particular space, date & time at BEACH LANE, please make your request in writing via [info@beachlane.co](mailto:info@beachlane.co). This will then be tentatively booked or an alternative date/time will be arranged.

An invoice will then be raised and sent to you along with BEACH LANE'S full banking details. Please note, your booking will only be confirmed upon pre-payment of the applicable deposit costs (see below for class, program or workshop payment terms).

Your request is not secured until pre-payment has been received, and as such, BEACH LANE reserves the right to allocate the desired space to another client for the date and time discussed without notice.

Payment is requested via direct bank transfer with the invoice number as the reference. Please confirm payment by emailing BEACH LANE staff with a transaction reference to assure your booking is confirmed in our Calendar.

Due to the various modalities of room hire, we have a range of deposit & balance payment options available. These are listed below and your invoice will confirm your payment options.

#### Workshop Terms

Immediate full payment is required to confirm the booking.

#### Regular Class Terms

Deposit of four weeks rent payable in advance, then weekly EFT commencing from 1<sup>st</sup> week.

#### Program Terms (Ongoing Multi-Hour Sessions Per Term)

Deposit of first session payable in advance, then continued pre-payment in advance.

### CANCELLATIONPOLICY

The booking payment, once made, is not refundable in the event of cancellation. However with sufficient notice, an event can be postponed and the funds reallocated to a future time slot.

- **30 days or more notice** – 100% of payment can be reallocated
- **15 – 30 days notice** – 50% of payment can be reallocated
- **14 days or less notice** – no payment reallocation.

A small administration fee of \$15 is required to process any changes to a booking.

### BOOKING TERM DATES

Ongoing and week-to-week bookings will correspond with the following Term Periods and will be invoiced on a term-by-term basis.

#### 2018 School Term Period Dates are:

Term 1: Monday 29 January – Thursday 29 March

Term 2: Monday 16 April - Friday 29 June

Term 3: Monday 16 July - Friday 21 September

Term 4: Monday 8 October - Friday 21 December