CATHOLIC REGIONAL COLLEGE
CAROLINE SPRINGS

The Booking Process: Performing Arts Centre

Initial Booking and Confirmation Process

Client Completes Online Form Enquiry

This form will capture basic information, including bump -in and bump out requirements.

For multiple day bookings, the specifics of each day will be captured in the Hire Agreement (next stage).

PAC Staff Make Contact

We will contact you following your enquiry to finalise the specifics of enquiry, including times and technical requirements.

We will send you the Hire Application Agreement – which will capture specific times for each booking (where there are multiple bookings) and bond invoice and request your public liability certificate. .

Client Completes Hire Application Agreement and makes Bond Payment

This will allow you to provide specific dates and times for your booking. A bond invoice will also be generated for you to pay alongside the Hire Agreement. Proof of Public Liability will also need to be provided at this stage. Clients are expected to return these within 14 days receiving it.

Quote

We will generate and send a quote to you, based on your enquiry, and Hire Agreement. A non-refundable 10% deposit will be generated secure your dates.

Client pays deposit

Your deposit must be paid within 7 days of receiving your quote and invoice, or your booking will be released without notice.

The deposit will be 10% of the final quoted amount and is non-refundable if event is cancelled.

Booking Confirmed

Upon receipt of your deposit payment your booking will be formally confirmed, and you details will be sent to our lighting and sound technician.

One Day Following the Event

Final Venue Hire Invoice Sent

You will be invoiced for the quoted amount, including any additional items/timings utilised during your event.

Client to Pay Final Invoice

Client will need to pay this invoice within 7 days of receiving it. If not received all future bookings will be put on hold and/or cancelled.

Bond Refunded

Subject to a satisfactory inspection report and final payment of invoice, your bond will be refunded to your nominated account.