



## Booking Terms & Conditions

A booking is only considered as 'confirmed or secured' once the deposit has been received and this Booking Terms and Conditions form signed by the registered host for the event returned via email attachment to the Rhapsody Resort Events Department.

### COVID-19 UPDATE

As per current Federal and Queensland guidelines, social distancing practices and maximum capacities are in place. This will be revised and remain in accordance with the most current restrictions. Please note the existing maximum capacity numbers for each of our facility spaces below. It is the responsibility of the registered host as per the signed terms and conditions to manage the attending number of guests and a breach of numbers may result in a federal fine, eviction or attendees being denied entry. A contact tracing register must be completed by all event attendees and contractors. Rhapsody Resort reserves the right to cancel, postpone or amend any event booking that may be affected by restriction change(s) and in accordance with the Australian and Queensland Government regulations.

<b>Coastal Meeting Room</b>	Maximum Capacity 10 Pax
<b>Broadwater Meeting Room</b>	Maximum Capacity 12 Pax
<b>Skyline Lounge &amp; Rooftop Terrace</b>	Maximum Capacity 50 Pax
<b>Visitor Car Parking</b>	Street Parking Only – Subject to Availability

### SECURITY REQUIREMENT

Security is required for all functions from 19:00 until conclusion or under Rhapsody Resort managements discretion for the duration of a function at an additional charge of \$50/hour. All events have a strict conclusion time of 22:00.

### DAMAGE LIABILITY & INSURANCE

**A security bond processed as a pre-authorisation for up to \$300.00 will be held for the event.** The host will be held financially liable for damage sustained and/or unscheduled cleaning and/or charges from the QLD Fire & Rescue Authority for unnecessary fire alarm call outs to the reserved function space and/or property during the event. While Rhapsody Resort takes all necessary care, we accept no responsibility for loss of, or damage to personal property prior to, during, or after your event. Neither does Rhapsody Resort accept responsibility for any injury caused by one guest to another.

### BEHAVIOUR & CCTV

Rhapsody Resort management wants you to enjoy your event, but unruly or poor behaviour will not be tolerated. We enforce a no party policy and failure to comply may result in the eviction of any guests from the function and property. Please be aware of the proximity of our in-house guests and residents, whom may also be utilising the surrounding common areas. The function space and common areas are under constant surveillance and tampering with CCTV cameras is strictly forbidden.

### SMOKING & ALCOHOL

Rhapsody Resort is a non-smoking building and smoking strictly prohibited. A designated smoking area may be approved but must be pre-arranged with the event manager. Open alcohol is not to be removed beyond the reserved function space and/or consumed in surrounding common areas.

### ENTERTAINMENT, MUSIC AND SOUND SYSTEM

All entertainment acts must be submitted to the Event Department in writing prior to the function and approved by Rhapsody Resort management. Adult entertainment is strictly prohibited. You are more than welcome to bring along a portable music device and sound system during your event. Rhapsody Resort reserves the right to control music volume.

### PAYMENTS & CANCELLATION

To secure your function, a 20% deposit of the hire fee is required. The remaining balance is to be paid in full 14 days prior to your event. Cancellation outside of 14 days will result in loss of 20% deposit and forfeit of full fees within 14 days. Mastercard, VISA and AMEX accepted. Merchant cost of acceptance fees apply, Mastercard and VISA incur a 1.3% credit card surcharge, AMEX incurs a 2.75% credit card surcharge. Direct deposit available upon request and monies must be received prior to payment deadlines. Any additional charges to be charged to the security bond on the conclusion of the event.

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I, the undersigned, have read and acknowledge the above booking terms and conditions. I also accept full responsibility for my invited guests.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Event Date:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_