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.

Client Completes Hire Application Agreement and makes Bond Payment

This will allow you to provide specific dates and times for your booking. A bond invoce will also be generated for you to opay along side the Hire Agrrement. Proof of Public Liability will also need to be provided at this stage.

Quote

We will generate and send a quote to you, based on your enquiry and hire application. We will also ask for a 10% deoposit to secure your dates.

Client pays deposit

Yourdeposit must be paid within 14 days of receiving your quote, or your booking will be released with out notice.

The deposit will be 10% of the final quoted amount.

Booking Confirmed

Upon receipt of your deposit your booking will be formally confirmed.

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

Bond Refunded

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