



ABN: 66 129 413 297 ICN:3630
 336-340 Nepean Hwy, Frankston VIC 3199
 PO Box 11219, Frankston VIC 3199
 Ph: (03) 9770 1273
www.bunuronglc.org

REQUEST FOR CULTURAL HERITAGE MEETING

Project Details				CHMP Number:
Company/Organisation Making Request	Organisation: Principal Contact: Phone Number: Email:			
Meeting Contact	Name:		Mobile:	
Meeting Address	Teams, link will be emailed with meeting invite - <input type="checkbox"/>			
	BLCAC Office, 336-340 Nepean Hwy, Frankston VIC 3199, Teams Link provided for those that cannot attend in person - <input type="checkbox"/>			
Pricing – ex gst	Small - \$1,500.00 p/h Medium - \$1,700.00 p/h Large - \$2,000.00 p/h Amendment - \$1,500.00 p/h Onsite - \$1,000.00 p/h + \$70.00 p/p travel expenses, minimum 2 people, by approval only General - \$1,500.00 p/h			
Meeting Type (Please circle or highlight)	Inception - S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/>			
Date Requested				
Meeting Time (Please circle or highlight)	Tuesday: 10:00am-10:30am 10:30am-11:00am 11:30am-12:00pm 12:00pm-12:30pm 2:00pm-2:30pm 2:30pm-3:00pm			
	Wednesday: 10:00am-10:30am 10:30am-11:00am 11:30am-12:00pm 12:00pm-12:30pm 2:00pm-2:30pm 2:30pm-3:00pm			
	Thursday: 10:00am-10:30am 10:30am-11:00am 11:30am-12:00pm 12:00pm-12:30pm 2:00pm-2:30pm 2:30pm-3:00pm			

Cut-off times for cancellations

Day Meeting requested for	Cancellation cut-off prior to Meeting commencement*
Monday	Prior Wednesday 3:00pm
Tuesday	Prior Thursday 3:00pm
Wednesday	Prior Friday 3:00pm
Thursday	Prior Monday 3:00pm
Friday	Prior Tuesday 3:00pm

*Should a Public Holiday fall on the cut-off day, the cut-off defers to the business day prior

Certification and agreement of Sponsor/Billing Recipient who warrant that the below details are true, correct, and accurate, and confirmation that the submission of this booking form is acceptance by them of all terms and conditions associated with the booking including terms of trade and any applicable cancelation fees. **It is the responsibility of both the Heritage Advisor or person making the request and the Sponsor/Billing recipient to ensure that this information is true and correct.**

Note Invoices are due and payable with 14 days and referral to a collection agency may occur on default without further notice.

Names/Title of signatory of Sponsor/Billing Recipient:

Signature:

Date:

Billing Details

Organisation	
ABN & ACN	
Contact Person	
Address	
Email	
Phone Number	
Purchase Order No. (if applicable)	

Terms & Conditions

1. A flat rate per meeting, per hour is charged
2. Payment of all accounts must be made on or before fourteen (14) days from the date of invoice unless prior written arrangements have been made with the BLCAC.
3. In the event of default on payment by the Customer, the Customer will be liable for all losses, liabilities, costs, and expenses (including but not limited to debt recovery and legal expenses, including commission charged by debt recovery agents and solicitor's costs) on a full indemnity basis incurred by BLCAC in seeking to recover the default. All requested jobs will not go ahead, and treated as cancellations, and no further requests will be accepted until the full amount owing has been settled.
4. Supply of ACN/ABN and correct details are mandatory, and no booking will be accepted without them. For sponsors/billers without an ABN/ACN, the Heritage Advisor making the booking is the biller and assumes all responsibility for payment.
5. By giving their certification and agreement the Sponsor/Billing Recipient warrant that the below details are true, correct, and accurate, and confirm that the submission of this booking form is acceptance by them of all terms and conditions associated with the booking including terms of trade and cancellation fees. It is the responsibility of both the Heritage Advisor or person making the request and the Sponsor/Billing recipient to ensure that this information is true and correct.

Note: Supply of ACN/ABN and correct details are mandatory, and no booking will be accepted without them.

For sponsors/billers without an ABN/ACN, the Heritage Advisor making the booking is the biller and assumes all responsibility for payment.

Please note clearly if signing on behalf of the Sponsor. No Signatures: paperwork will be sent back and booking not made until signed & resubmitted.

Heritage Advisor and/or Company making this booking request:

Signature:

Date:

Please send booking form to bookings@bunuronglc.org.au for anything relating to alterations, postponements, cancellations, confirmations, or changes to invoicing details.