

EMU GULLY MINIMUM FINANCIAL COMMITMENT & CANCELLATION POLICY

A completed Emu Gully Booking form is now considered a legal contract and identifies your **MINIMUM FINANCIAL COMMITMENT (MFC)** to Emu Gully. It is subject to the following conditions:

DEPOSIT

- The deposit required is 10% of the total camp fee based on your booking form numbers, **OR \$200** whichever is greater, plus GST
- A deposit invoice will be forwarded upon receipt of your booking form and is **required to be paid within 7 days**
- **The booking is only confirmed and secured upon receipt of your deposit**
- The deposit is deducted from the final invoice

FINAL INVOICES

Final invoices will be raised on completion of your camp and are required to be paid within 7 working days.

The final invoice will identify:

- The final numbers based on the conditions of the MFC
- Additional charges such as extra meals, coffee, water bottles and electives
- A breakdown of the food component for GST purposes

MINIMUM FINANCIAL COMMITMENT CONDITIONS

The **MFC** requires that groups will be charged for **whichever is greater:**

- The **actual number** of clients attending
- **80% of the 'Booked Number'** appearing in the original booking contract
- **15 full paying clients** which is the minimum group size

Note: **A group may only increase its potential final numbers** through consultation with the Emu Gully office

MFC CANCELLATION POLICY

1. If a cancellation is made with more than 3 months' notice and no alternative dates could be secured within the same calendar year, the deposit will be refunded less 10% for administrative costs
2. If a cancellation is made with less than 3 months' notice the group will incur a full loss of deposit – no roll-over deposits will be applied to future bookings
3. Emu Gully will reject requests to postpone or move a camp's dates within 3 months prior to camp unless the change is mutually beneficial to Emu Gully and all clients affected by the change

Emu Gully, after discussion with you, will cancel:

- **A Tentative Booking if:**
 - No booking form has been received **14** days after initial contact with the office
- **A Booking, if a booking form has been received but:**
 - The deposit has not been paid 3 months prior to the camp, **or 30 days after being invoiced, whichever is the later**
- **A Repeat Camp Booking if:**
 - A booking form has not been received **6 months** prior to the camp.
 - All final invoices for repeat camps include an offer of dates for the following year