

CORPORATE BOOKING FORM

Please complete the booking form and forward with your booking fee/deposit or full payment to the Adventure & Photographic Company Pty Ltd, PO Box 145, Katoomba 2780. **Fax: 02 4782 7630**

BOOKING INFORMATION AND CONDITIONS – Please read carefully

Payment

Payment can be made by EFT, cash, Company cheque, credit card (Mastercard, Visa, Amex) or money order. Cheques should be made payable to Adventure & Photographic Company. A booking fee of 33% is payable in advance to secure the date for the activity. The balance is payable on the day of the activity, unless otherwise agreed to in writing by both parties. If delayed payment is agreed to by both parties, payment must be received by the Adventure Company on the date agreed. Failure to provide payment shall result in a 2% account keeping fee for up to 14 days late payment, and 5% account keeping fees per month on the outstanding balance due for payments exceeding the agreed date.

Cancellation

Booking fees are refundable 30 days prior to the original booked starting date of your activity. With less than 30 days notice, a 20% booking fee is forfeited for all bookings regardless of the circumstances. For shorter lead times, the full booking fee shall be forfeited due to any cancellation. As a general rule, cancellation or failure to show by any or all of the group booked, shall not amount to a refund or reduction on the agreed amount payable, unless a specific per person rate has been negotiated in writing. However, where less than 7 days notice is given, no refund or adjustments shall be made to the fee agreed to/quoted.

Transfers

You may transfer to another date or course without penalty, provided at least 5 working days notice prior to the commencement time is given and that the party numbers remain the same or greater. If less than 5 working days notice is given, a transfer fee will be charged to cover costs incurred such as additional staff wages for unnecessary extra staff, unnecessary vehicle hire fees and other bookings that were turned away.

Inclement/Wet Weather Policy

Our programs will normally operate in all but exceptional weather conditions. Conditions such as fog, mist, drizzle, showers, rain, sleet and windy conditions do not affect normal operation of our programs. The Adventure and Photographic Company will make every effort to inform participants if delays, postponement, rescheduling or cancellation of activities is deemed necessary. Assume your booked program is going ahead unless you are informed otherwise. The Adventure and Photographic Company, its management and staff reserve the sole right to decide whether programs are safe or appropriate to continue in less than perfect weather conditions. Companies that decide not to attend or participate in booked programs on the basis of the weather, against our policy/advice will lose their booking fees. This is necessary to cover costs incurred in additional staff wages for unnecessary extra instructors, catering costs for wasted food/lunches, bus hire fees and other bookings that were turned away. Remember, it is your responsibility to turn up for your course as arranged, regardless of the weather.

Failure to Show

Failure to show for a course, trip or activity will result in loss of all monies paid. Assume course/trip/activities are operating unless you are informed otherwise by the Adventure Company. Do not assume your course/trip/activity is cancelled because of inclement/wet weather. Please read our Inclement/Wet Weather Policy thoroughly. Remember, it is your responsibility to show up at the meeting place at the arranged time.

Change of Party Numbers

Please keep us informed of increases in your party numbers so we can accurately plan for lunches, transport and the appropriate number of staff. We prefer at least 48 hours notice but later notice is better than none at all. If the Adventure & Photographic Company office is unattended, please leave a message on the answering machine as well as calling the mobile phone number listed on this booking form.

Extenuating Circumstances

In the event that this Order cannot be completed due to any act of God, strike or labour disturbance, severe weather conditions of any type, riot or civil disturbance, action by any local, state or federal government unit or agency, any event considered "Force majeure", or any other event or act outside the control of the Adventure and Photographic Company, the Company's liability shall be limited to the return of all monies received from the Client.

Locations/venues

The Company shall not be liable in any way whatsoever for costs incurred for hire and/or use of venues or locations selected for use for any activity. All associated fees and costs shall be paid directly by the Client, unless otherwise agreed to in writing.

Changes to program

Where the Client requests changes to the program, an additional fee shall be payable to re-submit those alterations. If changes are made within 7 days of the date of the program, a higher fee shall apply due to the additional workloads at short notice. The Company may waive such fees at their discretion.

Program content

Upon acceptance of the quote, the Client is also required to return assigned and dated copy of the program to the Adventure and Photographic Company.

Program structure

The Company shall not be liable for any failure to deliver or complete any part of the agreed program due to a late start caused by slow Clients, participants dropping out or not taking part in any/all section/s of the program.

Duty of disclosure

The Client hereby agrees to disclose to the Company any information pertinent to the successful completion of the program, including participant fitness levels, stress related illnesses, recent injuries to staff, or any other work related matters which may have arisen between employees within the last 12 months.

Confidentiality

The Adventure and Photographic Company, their staff and directors, agree not to disclose to any other party, any information to which they may be provided through the completion of this program. The Client similarly agrees that their staff will not disclose to any other party any specialised methods applied by the Adventure and Photographic Company in delivery of the program. Further, each party agrees that this shall remain the intellectual property of both parties, both separately, and together, and as such will not be passed on in any form whatsoever, nor sold or traded in any way.

Property

The Adventure and Photographic Company, their staff and directors, shall not be responsible for any valuables or items of equipment or property left at the Company's premises or left in their care. All responsibility shall be with the Client.

Photography

The Adventure and Photographic Company may photograph aspects of the delivery of the program from time to time. The Company shall maintain Copyright and control of any or all images taken, regardless of circumstances. The Client shall have a copy of such images made available to them on CD for a fee. The Company has the sole right to waive this fee if it so chooses. The Client shall be duly notified if the Company intends to sell any image/s from a program that the Client participated in. This shall be done prior to publication. The Client has the right to dispute such publication, if it deems fit.

Signed

Dated

Company Details/stamp

CORPORATE BOOKING FORM

AGREEMENT BETWEEN

ADVENTURE & PHOTOGRAPHIC COMPANY PTY LTD, trading as
RIVER DEEP, MOUNTAIN HIGH; BLUE MOUNTAINS GUIDES and as TEAM INTERFACE
ABN 80 091 801 464

AND

Name.....
Position.....
Company.....
Address.....
Telephone.....(Work).....(Mobile)
Email Address.....
Team building/ activity.....
Date of program.....
We will be travelling by car train other.....to the meeting place.
How did you find out about the Adventure Company?.....

Payment Details

Enclosed is cheque/money order for \$.....as deposit/full payment.
Or debit my credit card for \$.....
Bankcard.....Mastercard..... Visa.....Amex.....
Cardholder's Name.....
Card number.....
Expiry date.....Signature.....

Agreement

I/we agree to the booking conditions attached/overleaf. I/ we also agree to the program as supplied.

Signature.....Date.....
Name.....

Company stamp

Please forward with your payment to:

Adventure & Photographic Company Pty Ltd,
PO Box 145, Katoomba NSW 2780

Phone: 02 4782 6109 **Fax: 02 4782 7630**
International Fax: +61 2 4782 7630

Office location: 2/187 Katoomba St, Katoomba.

It is recommended that you photocopy the Booking Form before completing it and sending it to us. This way you can retain the original Booking Form and a complete copy of the Booking Information and Conditions.