



ABN 92 081 900 003

INVOICE

s. 22(1)(a)(ii)

Department of Home Affairs

Invoice Date: 15/01/2025
 Invoice No: 39492
 Contact Phone: s. 22(1)(a)(ii)
 Email: s. 22(1)(a)(ii)@homeaffairs.gov.au
 Coordinator: s. 47F(1)
 Site Code: 6220

Page 1 of 1

Event Name: NPG - ANZCTC HRT0 Working Group annual meeting and exercise Day 1 - Conference [33620]
 Event Date: Thursday, 27 March 2025 - Thursday, 27 March 2025
 Venue: s. 47F(1)

Date	Description	Qty	Amount	Total (excl GST)	GST	Total (incl GST)
27/03/2025	Deposit Request 1	1	\$800.00	\$800.00	\$0.00	\$800.00
Subtotal (Excl GST):						\$800.00
GST:						\$0.00
Total Balance (Incl GST):						\$800.00

Payment Due: Wednesday, 22 January 2025



Fresh Catering Pty Ltd ABN 92 081 900 003

Invoice No: 39492

Event No: 33620

Credit Card: (Please send your credit card details to s. 47F(1))

Please charge by credit card \$

Surcharge of 1.5% applies to VISA/MCard, 1.8% to AMEX

Circle: Visa Mastercard AMEX

Card No: _____ / _____ / _____ / _____

Expiry Date: ____ / ____ CVV _____

Cardholder Name: _____

Signature: _____

Bank Cheque:

Enclosed is my bank cheque/money order for \$

Cheques Payable To: Fresh Catering Pty Ltd

Address: 13 Woodburn Street Redfern NSW 2016

Electronic Funds Transfer:

To forward payments by EFT:

s. 47F(1)

Please include Invoice Number 39492 and Event Number 33620 as reference with EFT payment

Email remittance to: s. 47F(1)

If you are not the best contact in regards to payment, please provide the appropriate contact details here:

Name: _____

Email: _____

Contact Number: _____

Amount Due: \$800.00**Amount being paid \$**

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ABN 92 081 900 003

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Department of Home Affairs

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 Site Code: 6220

Page 1 of 1

Event Name: NPG - ANZCTC HRT0 Working Group annual meeting and exercise Day 2- Conference [33621]
 Event Date: Friday, 28 March 2025 - Friday, 28 March 2025
 Venue: s. 47F(1)

Date	Description	Qty	Amount	Total (excl GST)	GST	Total (incl GST)
28/03/2025	Deposit Request 1	1	\$800.00	\$800.00	\$0.00	\$800.00
Subtotal (Excl GST):						\$800.00
GST:						\$0.00
Total Balance (Incl GST):						\$800.00

Payment Due: Wednesday, 22 January 2025



Fresh Catering Pty Ltd ABN 92 081 900 003

Invoice No: 39494

Event No: 33621

Credit Card: (Please send your credit card details to s. 47F(1))

Please charge by credit card \$

Surcharge of 1.5% applies to VISA/MCard, 1.8% to AMEX

Circle: Visa Mastercard AMEX

Card No: _____ / _____ / _____ / _____

Expiry Date: ____ / ____ CVV _____

Cardholder Name: _____

Signature: _____

Bank Cheque:

Enclosed is my bank cheque/money order for \$

Cheques Payable To: Fresh Catering Pty Ltd

Address: 13 Woodburn Street Redfern NSW 2016

Electronic Funds Transfer:

To forward payments by EFT:

s. 47F(1)

Please include Invoice Number 39494 and Event Number 33621 as reference with EFT payment

Email remittance to: s. 47F(1)

If you are not the best contact in regards to payment, please provide the appropriate contact details here:

Name: _____

Email: _____

Contact Number: _____

Amount Due: \$800.00**Amount being paid \$**

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catering and venue hire

THE FRESH COLLECTIVE TERMS & CONDITIONS

booking and deposit terms

The Fresh Collective holds the catering license at the s. 47F(1)
 A deposit to the value of the venue hire or 20% of the of the confirmed booking whichever the greater, is required within seven (7) days from date of signing Catering and Venue Hire agreement to confirm your booking.
 Your event will not be confirmed until your deposit has been paid.
 The deposit will be subtracted from the final invoice.

menu and beverage selections

We require menu and beverage selections, event schedule and any other requirements 14 days prior to the event.

catering numbers

Minimum numbers are required 7 days prior to your event
 Final numbers are required 4 working days prior to your event

special diets

Dietary requests are required 7 prior to your event, additional charges may apply.
 Common dietaries group including – vegetarian, vegan, gluten, dairy and nut intolerances – do not incur additional charges if confirmed within deadline and dietary menu items are provided on a chef's selection basis (excluding cocktail events).
 Additional charges may apply for the above common dietaries group if requested after deadline.
 Other dietary requests outside of the common group will incur a lifestyle menu surcharge of 25% on the per person food or package price (minimum \$15 per person) if a tailored menu is requested by the client.

payment terms

When final numbers have been confirmed 4 days prior to your event, your invoice will be issued.
 Full payment is required prior to the event date.
 Any variation to our payment terms will need to be approved in writing by The Fresh Collective accounts department at the time you confirm your event.
 Any additional costs will be invoiced the next business day after your event and payment is required within 7 days.

method of payment

Direct deposit and all major credit cards are accepted (merchant fees applicable; Visa and Mastercard 1.5% and Amex 1.8%)

cancellation

You may cancel up to 3 months prior to your event and your deposit will be refunded.
 Deposits will only be refunded after 3 months prior to your event if another booking is secured on the date of your booking.
 Cancellation within 30 days of the date of your function will incur a fee of 25% of the quoted charges
 Cancellation within 7 days of the date of your function will incur a fee of 100% of the quoted charges
 Cancellation due to imposed COVID restrictions within 7 days of your event may incur costs of food and labour only.

responsible service of alcohol

The Fresh Collective will abide by the requirements set out in the Liquor Act. Therefore, we are obligated to refuse the service of alcohol to anyone under the ages of 18 and / or intoxicated.

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catering and venue hire

s. 47F(1)

VENUE HIRE CONDITIONS

basis of agreement

Any agreement made for the use of the s. 47F(1) - ABN 54 742 771 196 - facilities between the User and the s. 47F(1). These conditions are an integral part of the Agreement. The User will also comply with any further conditions, which are set out in any letter form from the s. 47F(1) prior to the event being held.

additional costs

Hire of the Terrace Rooms may incur a fee of \$200/hour or part thereof for after-hours access.

advertising

All advertising and promotional material associated with the proposed event that refers to the s. 47F(1) must be approved by the s. 47F(1) prior to the release. The s. 47F(1) logo is not to be used without approval of the s. 47F(1). No commercial advertising signs, boarding, banners or the like are permitted to be erected in a public area within the s. 47F(1) premises or its precinct without prior approval.

access and public areas

Access to the building by the User is restricted

to those areas approved for the specific event. A nominated representative of the s. 47F(1) shall have access at all times to any areas being used for an approved event. The s. 47F(1) reserves the right to refuse entry to the s. 47F(1) to any individual attending the event. Where events are held in areas normally open to the public, the User must clear the areas of all temporary installations, immediately following the event, so as to allow public access to be restored as soon as possible.

conduct of events

The User shall conduct an event in an orderly manner, in accordance with relevant laws, in compliance with any instructions issued by s. 47F(1) and vacate the s. 47F(1) by the end of the event. The s. 47F(1) or its representative reserves the right to remove any person who does not comply with these instructions. The User shall nominate a person who is responsible and held liable for the conduct of those attending the events. The User must remove all goods and materials promptly on completion of the event and leave the s. 47F(1) premises clean and tidy unless prior arrangements have been arranged. made.

protection of works of art and building

Special precautions will be required for the protection of works of art and building fabric. All Users will be advised of such precautions and are required to co-operate in implementing them.

The s. 47F(1) does not permit anything to be attached or fixed onto or into the walls without prior written approval.

public areas

Where events are held in areas normally open to the public, the User must clear the areas of all temporary installations, immediately following the event, so as to allow public access to be restored as soon as possible.

smoking

Smoking is prohibited at all s. 47F(1) facilities including entrances to the building, car parks and surrounds.

collection of monies

Cash transaction and fund-raising activities, including ticket sales, registration fees, membership fees, donations, raffles and actions are not permitted at events in the s. 47F(1) without the prior approval of the s. 47F(1).

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exhibitions and other events

For all exhibitions and stage set-ups produced by outside contractors, plans and power requirements must be approved by the s. 47F(1) a minimum of fourteen (14) days prior to the event.

rigging

Events involving the construction of rigging or staging not provided to the User by the s. 47F(1) must be coordinated through a staging contractor approved by the s. 47F(1). Rigging must be approved by the s. 47F(1) fourteen (14) days prior to the event.

force majeure

Performance of this Agreement is contingent upon the s. 47F(1) not being wholly or partially prevented, restrained, obstructed or delayed from making arrangements associated with the event due to factors beyond its control, including but not limited to industrial action, accidents, Government (Federal, State or Local) requisitions, or restrictions on travel, transport, food and beverage supply. In no event shall the s. 47F(1) be liable for the loss of profit, or for consequential damages, whether based on breach of contract, warranty or otherwise.

responsibility of loss or damage

(1) The User is liable for and indemnifies the s. 47F(1) from and against all actions, claims, demands, losses, damages and expenses for which the s. 47F(1) shall or may become liable or suffer in respect of:

- a) Damage to artworks or other property of the s. 47F(1) arising out of or in the course of the event except to the extent that such damage arises from the negligence or default of the s. 47F(1)
- b) Injury to or death of any person arising out of or in the course of the event except to the extent that it arises from the negligence or default of the s. 47F(1)
- c) The breach of any law arising out of in the course of the event;
- d) Any infringement or breach by the User of any copyright, performing right or other protected right in relation to the event; or
- e) Any breach of this agreement by the User

(2) The s. 47F(1) accepts no responsibility for any loss or damage to the property of the User or third party whether on premises or left on the Premises prior to, during or after event.

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catering and venue hire

TERMS & CONDITIONS AGREEMENT

The outlined terms and conditions will apply to the event detailed below upon receipt of your signed acceptance. Please ensure you check all the details of your attached confirmation carefully.

Contact: s. 22(1)(a)(ii)

Event: ANZCTC HRT0 Working Group annual meeting and exercise

Event Date: 27 March 2025 - 28 March 2025 Phone: s. 22(1)(a)(ii)

Venue/Room: s. 47F(1)

Minimum Number of Guests: 40

Event Times: 9am-5pm

I have read and understand the catering and venue hire agreement.
I accept all the terms and conditions outlined in this document.

Signature:

Print Name: s. 22(1)(a)(ii)

Date: 9 January 2025

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INVOICING

To assist our Accounts Department, please confirm the following invoicing and payment details for this event:

Company Name or Name for the invoice

Department of Home Affairs

Contact person for the invoice including phone number, business address and email

s. 22(1)(a)(ii)

Address: 3 Molonglo Drive, Canberra Airport, ACT 2609.

Purchase Order Number (if applicable):

TBC

PAYMENT OPTIONS

s. 47F(1)

Credit Card: Payments please email back to your Event Manager

(Please note that a 1.5% surcharge applies to Visa and MasterCard payments and 1.8% on American Express)

Please Select:

☐ MasterCard
1.5% surcharge

☐ Visa
1.5% surcharge

☐ American Express
1.8% surcharge

CARD NUMBER

EXPIRY DATE

NAME ON CARD

SIGNATURE

CCV

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