**Franchise Council of Australia**

**– Boardroom Terms & Conditions –**

1. **Booking Confirmation:** All bookings made for the Franchise Council of Australia Boardroom are subject to availability and confirmation by the management. A booking is considered confirmed only upon receipt of a confirmation email from the management.
2. **Payment:** Payment for the booking must be made in advance as per the agreed upon terms. Failure to make payment may result in cancellation of the booking.
3. **Cancellation Policy:** Cancellations made less than 48 hours prior to the scheduled booking time will incur a cancellation fee. The cancellation fee amount will be specified at the time of booking and is non-refundable. (please review pricing plan to understand these conditions)
4. **Rescheduling:** Requests for rescheduling the booking must be made at least 48 hours prior to the scheduled booking time. Rescheduling is subject to availability and may incur additional charges.
5. **Room Usage:** The boardroom must be used only for the purposes agreed upon at the time of booking. Any unauthorized use of the room may result in termination of the booking and additional charges.
6. **Damages:** The hirer is responsible for any damages caused to the boardroom or its equipment during the duration of the booking. The hirer will be liable to cover the cost of repair or replacement of damaged items.
7. **Safety and Security:** The hirer is responsible for ensuring the safety and security of all attendees during the booking period. Any security breaches or safety concerns must be reported to the management immediately.
8. **Noise Levels:** The hirer must ensure that noise levels are kept to a minimum to avoid disturbance to neighbouring office desks or premises.
9. **Additional Services:** Any additional services requested by the hirer, such as technical support or catering, may incur additional charges. These charges will be communicated to the hirer prior to the provision of the services.
10. **Indemnity:** The Franchise Council of Australia and its management shall not be liable for any loss, damage, or injury arising from the use of the boardroom, except where such loss, damage, or injury is caused by the negligence or wilful misconduct of the Franchise Council of Australia or its management.
11. **Changes to Terms and Conditions:** The Franchise Council of Australia reserves the right to amend these terms and conditions at any time without prior notice. Any changes will be communicated to the hirer via email or other suitable means.

By booking the Franchise Council of Australia Boardoom, the hirer agrees to abide by these terms and conditions.