



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

The Booking Process: Performing Arts Centre

Initial Booking and Confirmation Process

PAC Staff Make Contact

We will contact you following your enquiry to finalise the specifics of enquiry, including times and technical requirements.

We will send you the Hire Application Agreement – which will capture specific times for each booking (where there are multiple bookings).

Client Completes Online Form Enquiry

This form will capture basic information, including bump -in and bump out requirements.

For multiple day bookings, the specifics of each day will be captured in the Hire Agreement (next stage).

Client Completes Hire Application Agreement

This will allow you to provide specific dates and times for your booking.

Quote

We will generate and send a quote to you, based on your enquiry and hire application.

Client pays Bond and Deposit

Your bond and deposit must be paid within 14 days of receiving your quote, or your booking will be released

The deposit will be 10% of the final quoted amount

Booking Confirmed

Upon receipt of bond payment, your booking will be formally confirmed

One Day Following the Event

Final Venue Hire Invoice Sent

You will be invoiced for the quoted amount, including any additional items/timings utilised during your event.

Client to Pay Final Invoice

Bond Refunded

Subject to a satisfactory inspection report and final payment of invoice, your bond will be refunded to your nominated account.