



Company/Organisation Making Request	Organisation:	Phone Number:		
	Principal Contact:	Email:		
Event Contact	Name:	Phone Number:		
Session Date		Session Time		
Session Location				
Session Details				
OHS Requirements				
Ceremony & Pricing (all pricing excludes GST)	Sessions	Rate 9am-5pm	Rate out of standard business hours & for days of significance*	Tick
	1 Hour Session	\$400.00	\$600.00	
	2 Hour Session	\$500.00	\$700.00	
	3 Hour Session	\$600.00	\$800.00	
	4 Hour Session	\$750.00	\$950.00	
	6 Hour Session	\$950.00	\$1100.00	
	Total Cost:			
Booking Acceptance (must be signed for booking to proceed)	I accept the above charges.	Name:		
	Date:	Signature:		

*E.g.: NAIDOC Week, National Sorry Day, National Reconciliation week, Survival day & National Close The Gap Day.

Billing Details

Organisation			
Contact Person			
Address			
Email		Phone Number:	
Purchase Order No. (compulsory)			

Please note that all WTOAC services are subject to our Terms and Conditions as attached

Please send booking form to reception@wadawurrung.org.au or contact our offices on 52225889 (Geelong) or (03) 4308 0420 (Ballarat) for anything relating to alterations, postponements or cancellations.

Terms and Conditions for Cultural Heritage Events and Education Sessions

1. The Request for Ceremony or Request for Education booking forms can be found on Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC) website. <https://www.wadawurrung.org.au/services>. No bookings will be made until a current completed Form is received. If changes are made to a booking, a new booking Form must be completed.
2. Please forward all booking forms and enquiries to reception@wadawurrung.org.au.
3. All calendar bookings are to be created and managed by the WTOAC office, any bookings sent directly to any WTOAC Outlook calendar will be declined.
4. Submission of the booking form constitutes acceptance of the Terms and Conditions.
5. A minimum of 14 days notice must be given for all Cultural or Educational Events. Please respect that we will do our utmost to fulfil your request but in times of high demand we may be unable to help you with your requested date. Bookings are not accepted until confirmed in writing from the WTOAC office.
6. Any request for the presence of an Elder must be made with 14 days advance notice.
7. The attendance of visiting dignitaries or the media must be advised at the time of booking. Should dignitaries or media be present on the day without obtaining prior permission (see point 8), WTOAC reserves the right to cancel the event and the customer will be charged the applicable fee
8. Our ceremonies follow oral tradition. Filming, photographing or otherwise recording and transmitting of any video, audio or image, including sharing over social media, is strictly forbidden without prior arrangement. Any arrangement will include entering into a licensing agreement. Additional fees will be involved. Any request will be considered but not guaranteed. The issuing of a licensing agreement constitutes a variation to the original booking and the 14 day notice period applies. Permissions are not given until confirmed in writing from WTOAC Chief Operating Officer.
9. Your Master of Ceremonies, Announcer, or other Spokesperson running your event must make it clear to all present that Condition 8 is to be respected and observed.
10. WTOAC reserves the right to approve any artists brought in to participate in the performance. Approval must be sought in writing and at the time of making the booking.
11. Education Sessions under 3 hours can be at the one venue only. Longer sessions can be split between multiple venues i.e. classroom/boardroom and on Country.
12. For large events with an expected audience of over 500 people, please contact reception@wadawurrung.org.au as a different fee structure may apply. Because of the interactive nature of WTOAC's Smoking Events and Education Sessions, a different fee structure will apply for audiences over 50 people.
13. Hourly rates are charged by the hour or part thereof. No splitting of the hourly rate will take place where the entire hour is not utilised.
14. Time allowed for Ceremony begins when the Traditional Owner is requested to arrive.

15. The After Hours Rate applies before 9am and after 5pm on weekdays; all day on weekends and Days of Significance (NAIDOC week, National Sorry Day, National Reconciliation Week, Survival Day and National Close the Gap Day)
16. Language Translation fees are based on the number of words provided regardless of the intended use of the words. Any revision of word requirements constitutes a new Consultation and charges will apply.
17. WTOAC will generally apply fee increases on the 1st July each year, but reserves the right to increase fees without prior notice at other times if required. Where a booking has been made for a future event and a fee increase occurs between confirmation of the booking and the date of the event, the current fees on the date of the event will apply.
18. Where an invoice needs to be reissued due to booking error by the booking agent or customer, a \$50 re-invoicing fee will be charged to the booking agent.
19. Cancellations made less than 5 calendar days prior to the expected Event date will be charged at 100% of the original fee. Cancellations made due to the imposition of a Covid-19 lockdown will not be charged if the event date falls within the lockdown period.
20. Cancellations must be made in writing and emailed to reception@wadowurrung.org.au.
21. All prices quoted are exclusive of gst.
22. If your organisation requires a purchase order on our invoice to process our payment, the purchase order must be supplied at the time of booking. The purchase order section of the booking form must include either the Purchase Order number or the words "Not Required". Booking forms without this section completed will be returned to the sender WITHOUT the booking being processed.
23. Payment terms are 14 days from date of invoice.
24. Please make payment to WTOAC as per the invoice that will be issued to you following the completion of your event.
25. The party to whom the invoice is issued is the Customer, and therefore is responsible for payment of the account.
26. In the event of a default on payment by the Customer, the Customer will be liable for all losses, liabilities, costs and expenses (including but not limited to debt recovery and legal expenses, including commission charged by debt recovery agents and solicitor's costs) on a full indemnity basis incurred by WTOAC seeking to recover the default amount.