

## Laneway Learning: Private and Corporate Classes Conditions

Thank you for choosing Laneway Learning to present at your event! This document outlines a few terms to make sure that your event runs smoothly.

### Event times

Your class or event will run between the times that we have agreed on. Please ensure that all members of your party arrive at the class venue before the arranged start time, so that they can be comfortable and we can begin on time.

Teachers and venues often have tight schedules so it may not be possible to delay the start time if people are running late. If the event goes over time, due to late arrival or at the request of your party, additional fees may be charged to cover the extra costs incurred. If your whole party is running late, please contact us so that we know what's going on.

### Inclusions

Unless otherwise specified, our private event fees cover: teacher's travel to the venue, materials when needed, 75 minutes of interactive teaching on the agreed topic and Laneway Learning Central venue for the duration of the class.

### Alcohol and etiquette

Alcohol is permitted at events in accordance with liquor licensing laws. We encourage responsible drinking and ask that all members of the party consider how alcohol may affect their ability to participate in the event.

All party members are responsible for their own etiquette at the event. Please be respectful to the teacher or facilitator, venue staff and Laneway Learning staff or helpers. If a participant is behaving in a disruptive way, or in a way that violates the venue's rules, or is likely to cause damage, nuisance, offence or injury we may ask that person to leave. We will not issue any refund in this event.

### Dietary and other special requirements

Please inform us of dietary, health, accessibility or other requirements when booking the event and we will try our very best to work to these requirements.

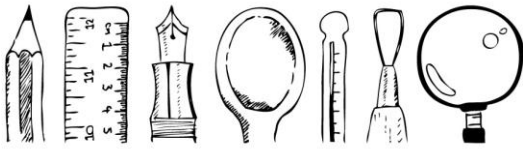
### Age limit

Our events are usually aimed at adults. However, children aged under 18 are allowed to participate in most events when supervised by an accompanying adult. Children may not participate in events that involve activities limited by law (for example, alcohol tasting), or in venue that is unsuitable for those under the legal age limit. Please tell us at the time of booking if you plan to have children at the event.

### Booking and deposit

A booking is confirmed upon receipt of the required deposit amount. The required deposit will be advised in an invoice from Laneway Learning (generally 50% of the total invoice).

This deposit is required within seven (7) days of the invoice date. Bookings may be cancelled and reallocated if a deposit has not been received. Please note that payments with credit card and Paypal incur a 1.5% surcharge.



## Balance of payment and additional charges

The remaining payment is due 14 days before the event start date. At this time, attendee numbers should be finalised as late additions may not be possible.

Unless otherwise arranged, any outstanding balance payable after the event (extra hours, additional materials etc.) will be required within seven (7) days after the completion of the event.

## Last minute bookings

If the event is taking place within 14 days of the booking being made, full payment of the total cost is to be paid within 24 hours of booking.

## Cancellations

The initial deposit and/or any prior payments are fully refundable if a cancellation is advised in writing up to 21 days prior to the event date. If a cancellation is advised within 21 days and up to 14 days prior to the event date, the initial deposit is non-refundable.

For any cancellation advised within 14 days of the event date, no refunds will be given. This includes any partial cancellations if attendee numbers change. All monies paid to date will be retained and payment of any outstanding balance will be required.

## Public liability insurance

The party attends the event and venue at its own risk and releases Laneway Learning Ltd from all claims resulting from any damage, loss, death, injury or liabilities of any kind that may arise, either directly or indirectly, in connection with the event or venue except to the extent that Laneway Learning is negligent or in default of its obligations.

## Disclaimer of warranties

The teacher or facilitator is responsible for the presentation and the content of the event. Laneway Learning is not responsible for the accuracy of the content and will not be liable for any wrong or misleading information provided at the event. We also can't guarantee content does not infringe the right of third parties.

## Damage

Any damage caused to the venue during the event by a member of the attending party is full responsibility of the organiser of the attending party.

## Further terms, conditions and privacy policy

Please view our additional terms and conditions and privacy policy online:  
<http://www.lanewaylearning.com/terms-and-conditions/>