Registration

Please complete pages 1 & 2 and return with payment of the full amount to confirm your booking.

CONFERENCE/FUNCTION NAME: _____

DATE OF FUNCTION: _____

CONTACT NAME: _____

COMPANY NAME & ADDRESS: _____

_____

EMAIL ADDRESS: _____

TELEPHONE: _____

FACSIMILE: _____

ANTICIPATED NUMBER OF ATTENDEES: _____

CONTACT ON THE DAY (if different from above): _____

Final Numbers: Unless otherwise advised, the number of attendees advised on the registration form will be used for logistical purposes.
Prepayment: Cash or cheque is required (five) working days (Mon-Fri) prior to the event.

By signing this Registration Form, I understand and accept the quotation/proposal and the Terms & Conditions. I understand that all information pertaining to the function and will be provided in accordance with the Terms & Conditions.

On behalf of:	**On behalf of:**
……..	**The Pacific Islands Forum Secretariat**
Name: **……..**	**Vasiti Saqusaqu Babitu**
Title: **……..**	**Conference & Protocol Assistant**
Date: …….	**Date: ……...**
Signature: ……	**Signature: …….**

Terms and Conditions

A. Confirmation

A booking will be regarded as confirmed only upon receipt of the full amount in cash or by cheque along with the completed and signed Registration Form.

B. Room Allocation/Event Timings

(i) The Pacific Islands Forum Secretariat reserves the right to assign an alternative room where the original room is inappropriate or unavailable due to circumstances beyond its control.

(ii) The client agrees to commence its function at the scheduled time and agrees to have its personal members, guests and invitees vacate the designated function space at the closing hour indicated.

(iii) If the client breeches condition 2 above the client will be liable for extra charges incurred by the Secretariat. This surcharge applies to functions which continue after 11:30pm.

C. Conference/Function Details

Details of all arrangements and set up requirements must be supplied to the Conference & Protocol section five days prior to the commencement of the event.

D. Catering

The Pacific Islands Forum Secretariat does not provide catering nor organises for external hirers.

E. Security & Conduct

The Pacific Islands Forum Secretariat requires that organisers accept responsibility for the orderly conduct of attendees and contractors. Should the Pacific Islands Forum Secretariat have any reason to believe an event will adversely affect the smooth running of events, its security or good reputation, it reserves the right to cancel the event.

F. Pacific Islands Forum Secretariat Property

(i) No banners, signs or posters may be attached to any surface of the Secretariat without advance approval from the Pacific Islands Forum Secretariat.

(ii) The Pacific Islands Forum Secretariat signage must not be covered or obscured in any way.

(iii) Any loss of or damage to the Pacific Islands Forum Secretariat property or equipment caused by the organiser, their guests or contractors before, during or after the event is the financial responsibility of the organiser.

G. Pacific Islands Forum Secretariat Logo

Use of any of the Pacific Islands Forum Secretariat advertising material (logo, letterhead and images) is prohibited.

H. Client Responsibility

(i) The Pacific Islands Forum Secretariat does not accept responsibility for loss & or damage to any goods brought to the premises before, during or after an event. It is the organisers' own responsibility to arrange adequate insurance to cover all items and equipment belonging to their event for the period that those items are on the Secretariat premises, such potential loss & or damage. All items not belonging to the Secretariat must be removed from the premises immediately after the event. The client is responsible for his or her own transportation, freight arrangements and associated costs. Please ensure that personal belongings are not left unattended.

(ii) By completing and signing the Registration Form, the conference/function organiser acknowledges that the Pacific Islands Forum Secretariat Terms & Conditions are understood and agreed to.

(iii) At no time will the client commit any act or permit its employees, agents or invitees to commit any act that is illegal or offensive or is in breach of any statutes, by-laws, orders, regulations or other provisions having the force of the Law including but not limited to the Liquor Licence and Fire Regulations.

(iv) The client is responsible for the set up and packing of their own equipment and displays, this must be conducted in accordance with the appropriate health and safety codes. Should clients engage external contractors direct, it is the responsibility of the client to ensure that the contractors comply with the Secretariat's professional behaviour standards. Contractors who fail to do so will be asked to leave the premises. All contractors are required to have adequate public liability insurance.

(v) The organiser is required to inform all relevant persons involved in the organisation of the event, whether colleagues or contractors, of the Pacific Islands Forum Secretariat Terms and Conditions outlined herein.