



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

BOOKING TERMS AND CONDITIONS

All bookings for all Melbourne Grammar School (including Friends of Grammar and The Old Melburnians) functions, reunions or special events are made subject to the following terms and conditions:

- 1 Bookings for functions, reunions and special events will only be secured with full payment.
- 2 All bookings and subsequent securing of a seat/table/position are made on the strict order of receipt of payment.
- 3 Bookings received after the published RSVP date will only be accepted at the discretion of Melbourne Grammar School.
- 4 Table bookings will only be accepted with payment for the full amount of the table by cheque or credit card:
 - I It is the responsibility of the person securing the table to collect payment from all members of their respective table;
 - II MGS will not accept part payment for tables.
- 5 In the event that a function is oversubscribed a waiting list may be created. In the event that a person or party withdraws, places will be allocated as per the order of receipt of payment.
- 6 Unless otherwise stated, receipts, tickets or entrée cards will not be issued.
- 7 Every effort will be made to seat you with your friends, peers, class groups, your child's year group etc. However when we are unable to seat you where you wish you will be placed as close as possible to the seat/table/position that you requested
- 8 Refunds will only be considered if Melbourne Grammar School has been notified prior to the RSVP date. Requests for refunds after the RSVP date will only be considered under exceptional circumstances.
- 9 Where stated on the booking form we accept the following credit cards: Visa and MasterCard. We do not accept Diners Club or American Express. Alternatively, cash*, cheques and postal orders are acceptable.

* Please do not send cash through the mail

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