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Friday, 20 December 2024

Section 47F - Personal

Director Media and Communications
The National Anti Corruption Commission Australia
National Anti-Corruption Commission
GPO Box 605
Canberra ACT 2601

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**Contract between InterContinental Hotels Group (Australia) Pty Ltd
Trading as National Convention Centre Canberra (NCCC)
and
The National Anti Corruption Commission Australia
(10 working days validity)**

Dear Section 47F

Thank you for choosing the National Convention Centre Canberra (NCCC) managed by IHG (InterContinental Hotels Group) for the **Australian Public Sector Anti-Corruption Conference 2026** on **Monday 7 September 2026** to **Wednesday 9 September 2026**.

All function details (agenda, catering, estimated guest numbers, room set up and special requirements) should be finalised approximately **21 days** before your event. Banquet Event Orders (BEO) outlining all agreements between parties will be forwarded to you for your approval. I have attached a deposit schedule and a copy of our current terms and conditions. Please return a signed copy of this contract (with each page initialled) with your initial deposit paid by the date specified.

Section 47F, thank you once again for choosing the National Convention Centre Canberra (NCCC) for your event, and we look forward to being of service to you and your guests. Please do contact me on should you require further assistance. We look forward to welcoming you to Canberra.

Yours sincerely,

Tanve Kaley
Business Development Manager
National Convention Centre Canberra
M 0411 360 926
A 31 Constitution Avenue, Canberra ACT 2601
E tanve.kaley@ihg.com

TERMS AND CONDITIONS NATIONAL CONVENTION CENTRE CANBERRA (NCCC)

We, InterContinental Hotels Group (Australia) Pty Ltd trading as National Convention Centre Canberra (NCCC) ABN: 85 050 110 748

will provide to you:

(Your organisation) National Anti-Corruption Commission (NACC)

(Your ABN) 47 446 409 542 (Customer) the meeting facilities described and agreed by you. Our philosophy is always to provide event facilities and services of high quality. In order to fulfil this expectation, the following terms and conditions have been designed to ensure your event runs smoothly.

Section 1- Conference and Catering Requirements

This contract is based on the following meeting and catering requirements, as per earlier communication.

1.1 Conference Rooms

Day 1: Monday 07 September 2026 - (bump in)				
Timing	Event	Suggested Room	Maximum Set up	Delegates
0700 - 1900	Plenary bump in	Royal Theatre	1600 Tiered Seating	N/A
	Secretariat	Conference Office	Office Style	10
	Speakers prep	Boardroom 1	12 Boardroom	12
	Boardroom	Boardroom 2	12 Boardroom	12
	Exhibition bump in	Exhibition Hall	20+ Exhibition booths catering stations	N/A
1700 - 1900	Welcome Reception	Exhibition Hall	Cocktail Style	500
Sub Total Day 1				
Day 2: Tuesday 08 September 2026 - Conference Day 1				
Timing	Event	Suggested Room	Maximum Set up	Delegates
0800 - 1700	Plenary	Royal Theatre	1600 Tiered Seating	500
	Secretariat	Conference Office	Office Style	10
	Speakers prep	Boardroom 1	12 Boardroom	12
	Boardroom	Boardroom 2	12 Boardroom	12
	Exhibition	Exhibition Hall	20+ Exhibition booths catering stations	500
	Breakout 1	Bradman	287 Tiered seating	200
	Breakout 2	Menzies	172 Tiered seating	150
	Breakout 3	Nicholls	158 Tiered seating	150
	Breakout 4	Sutherland	141 Tiered seating	100
1800 - 2300	Dinner Bump in	Ballroom	Bump in	N/A
	Dinner	Ballroom	440 Dinner Dance	300
Sub Total Day 2				

Day 3: Wednesday 09 September 2026 - Conference Day 2

Timing	Event	Suggested Room	Maximum Set up	Delegates	Section 47G - Business
0800 - 1700	Plenary	Royal Theatre	1600 Tiered Seating	500	Section 47G - Business
	Secretariat	Conference Office	Office Style	10	
	Speakers prep	Boardroom 1	12 Boardroom	12	
	Boardroom	Boardroom 2	12 Boardroom	12	
	Exhibition	Exhibition Hall	20+ Exhibition booths catering stations	500	
	Breakout 1	Bradman	287 Tiered seating	200	
	Breakout 2	Menzies	172 Tiered seating	150	
	Breakout 3	Nicholls	158 Tiered seating	150	
	Breakout 4	Sutherland	141 Tiered seating	100	
1700 - 2200	Bump out	Royal, Exhibition Hall	Bump out		
Sub Total Day 3					
Audio Visual					
Room Rental Total					
Section 47G - Business					

Section 47G - Business

Section 47G - Business

1.2 Projected Cost of Function (your deposit schedule will be based on the following catering estimates)

Projected cost of Function	Price Per Person	Pax	Projected Cost, from
Day 1: Monday 07 September 2026			
Welcome Reception Food – Chef's selection 1.5 hours - 7 piece	Section 47G - Business	400	Section 47G - Business
Welcome Reception Beverage Package 1.5 hours		400	
Day 2: Tuesday 08 September 2026			
Morning tea: Classic 2 choice menu		500	
Lunch: Sandwich Buffet		500	
Afternoon Tea: Quick break with cookies		500	
Dinner Package 3 course Plated dinner – alternate serve on all courses Freshly based bread rolls and butter Coffee, tea and chocolates 3 hour Emerald beverage package		300	
Day 3: Wednesday 09 September 2026			
Morning tea: Classic 2 choice menu		500	
Lunch: Hot Lunch Buffet		500	
Afternoon Tea: Quick break with cookies		500	
Total Catering based on 2024/2025 financial year catering pricing			
Total Room Rental			
Audio Visual Estimate			To be confirmed
Section 47G - Business			Section 47G - Business

- The above numbers and catering charges are based on 2024/2025 financial year rates and are an estimate only.
- Menus and selections to be confirmed closer to the date once new menus are released.
- **Section 47G - Business**
- Prices may increase without notice due to changes in or imposition of government charges, taxes or an increase in direct costs.
- All prices are inclusive of 10% GST.
- The Total Projected Cost is based on the estimated delegates and catering shown.
- The final cost will depend on the menu selections and delegate attendance.

Section 2- Deposit and Payment Schedule**Section 47G - Business**

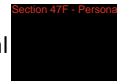
of the date of this contract. At this time, please forward signed copies of the acceptance form attached to this contract, and initial each page. Please note that if the deposit and contract are not received by this date, we reserve the right to release the space being held. Receipt of the deposit without the signed contract will constitute acceptance of all terms and conditions detailed in this contract. If the conference and event space is required within 30 days from the initial contract, full prepayment will be requested at the time of contract.

The Customer shall pay the full amount quoted for the function at least 7 days prior to the group commencement date unless the NCCC has approved other credit arrangements. Payment is required in either cash, accepted credit card, company cheque or electronic transfer in Australian dollars.

Please indicate below your preferred option to settle your scheduled deposits and master account:

- By credit card. Please note that credit card payments incur a merchant service fee of 1.5% for Visa, Mastercard and American Express and 3% for Diners Club which will be added to the total amount payable. Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.
- By cheque or direct deposit payment must be made 14 days prior to the event.

Section 3- Cancellation Policy



Any requests for cancellation must be provided in writing; we will not consider or process any verbal cancellation requests.

In the event the Customer fails to show at the NCCC at the appointed date and time, this shall be regarded as a cancellation.

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Commencement Date means the date of the first meeting or event.

3.1 Cancellation Policy:

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3.2 Force Majeure

Neither party may be held liable for any act, omission or circumstances due to an event beyond their control which that party could not have avoided with a reasonable effort, providing it advises the other party in detail and in writing as soon as possible after the occurrence of the said event, and that it takes reasonable steps to remedy the situation quickly and remove the cause of those acts, omissions or circumstances. The act must make it no longer possible for the event to go ahead in anyway. An act that reduces attendance is not constituted as Force Majeure unless the reduction in attendance is such that the event cannot proceed. This must be reasonably demonstrated by the Customer and agreed as demonstrated by the NCCC.

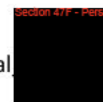
These acts, omissions or circumstances shall include but not be limited to:

- War, declared or undeclared, revolution or action taken by public enemies; riots or civil disturbances, strikes, lock outs or work stoppage, termination of NCCC's sublease between NCCC and/or its affiliates and the Australian Capital Territory ("ACT") affecting all or part of the NCCC staff; acts of God; fire, flood, storms; constraints imposed by any government or public authority; or any other cause that is reasonably beyond the control of one of the other party.
- The duty to remedy any one of these causes quickly in no way includes the duty to end strikes or industrial conflict by accepting the demands of the other party or parties.

3.3 Content of Functions

If the NCCC has reason to believe that an event or any part of it will affect the smooth operation of the NCCC business, its security or reputation, the NCCC reserves the right to cancel / stop the function or any part of it at their discretion without notice or liability.

The NCCC will make every effort to consult with the Customer in the event that this may occur, in order to remedy the situation prior to ending proceedings.



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Section 4- Food and Beverage Policy

4.1 Guaranteed Numbers deadline

An approximate number of guests and dietary requirements are required 21 days prior to the event.

A guaranteed minimum number of guests, along with all dietary requirements, is required **seven full working days** prior to the event or as otherwise agreed in writing. Charges will be based on the number of guests attending the function or the guaranteed numbers, whichever is greater. If no guaranteed number is received, numbers will remain as indicated on the banquet event order.

If there are public holidays scheduled during the **seven full working days** prior to the event, the final numbers with the dietary requirements will be required at an earlier date. Your event manager will advise of the new date when the final numbers and dietary requirements are due.

Event commencement date:	Guaranteed final number of guests and dietary requirements for <u>catered events</u> , is due by:
Monday, 7 September 2026	Friday, 28 August 2026 by 3pm

4.2 Increases in numbers after the guarantee deadline

Final numbers, including additional dietary requirements, must be advised no later than **3:00 pm five full working days** prior to the event. **Section 47G - Business**

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While every effort will be made to ensure the requested additional menus are delivered, this is subject to availability. Menu items may be replaced with similar selections at the discretion of the NCCC.

4.3 Menu Selection

Menu selections must be confirmed 21 days prior to the event, or as otherwise advised in writing. If a menu is not chosen the NCCC reserves the right to select menus on the Customer's behalf taking into consideration available produce. Menu prices may increase at any time without notice due to changes in or imposition of government charges, taxes or an increase in direct costs. Chef's Selection menu is as per our Executive Chef's discretion and menu selections will not be provided in advance.

4.4 Sole Rights

The NCCC has the sole right to provide food and beverage for consumption on site. No food and beverage may be brought onto the NCCC premises for consumption during an event, unless approved in writing by NCCC Management. It is the organiser's responsibility to ensure guests do not bring any food or beverage into the NCCC.

4.5 Beverage Licence

Under the Liquor Licensing Laws the NCCC is under an obligation to ensure that patrons do not become intoxicated or disturb the neighbourhood. NCCC Management requires the Customer's assistance to ensure our obligations are not breached. The NCCC reserves the right to refuse service of alcohol to any guest. Decisions are at the discretion of the Duty Manager. Food must be served in conjunction with any alcohol service requested.

4.6 Dietary Requirements

The NCCC is committed to providing appropriate dietary choices for all of our guests. Many guests with specific dietary preferences are able to make suitable selections from our standard menu offerings.

For cases where separate menus must be prepared, we require adequate notice to ensure the specific requirements can be met. If certification is required (for Kosher, Halal or Organic Meals) a minimum of 21 days' notice is required; and a surcharge will apply for the certification.

In appreciation of the diversity of our guests, the NCCC offers vegetarian options at all events. The NCCC also caters for those with medical considerations with lactose free, gluten-free, low fat and diabetic options, for guests who have allergies or intolerances as part of a broader medical condition. For specific requirements, please speak with your dedicated Event Manager who will be able to discuss options with you.

4.7 De-licensing the venue

In certain circumstances, such as for Wine Expos or where alcohol is provided by exhibitors, the ACT Liquor Act may require the NCCC be de-licensed. In these cases, the Customer is responsible for obtaining the appropriate Liquor permits to govern the provision of alcohol on site.

Section 5- Policies and General Information

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The Customer will need to provide copies of both Workers' Compensation and Public Liability certificates for all contractors. These need to be provided to your Event Manager three working days prior to the event.

5.2 Safe Work Practices

5.2.1 General requirements

The Customer will be responsible for ensuring their employees or contractors are licensed, if required and will comply with all reasonable work practices and standards when carrying out any activities within the NCCC.

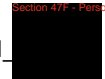
The Customer will in the use of the NCCC, in the use of any plant or equipment on or brought into the NCCC, in the use of any staff employed by the licensor and in the employment or engagement of staff on its own account, and in all other aspects whatsoever comply at all times with the provisions of the Work Health and Safety Act 2011 (ACT) and any Regulations enacted pursuant to that Act.

The following are key safety aspects that must be adhered to by any person conducting work at the NCCC:

- High visibility vests must be worn at all times where scissor lifts, boom lifts, forklifts or other major mobile plant are in operation.
- Exclusion areas must be established when scissor lifts and boom lifts are in use or any other form of overhead work. Exclusion areas can be established by the use of spotters and or signage, barricades.
- An exclusion zone must be established immediately below any rigging activity whilst in progress.
- A spotter is required for each forklift when in operation, either within or outside the NCCC.
- All electrical equipment and leads must have valid test and tag certification.
- There must be documented safe systems of work and associated training for any high risk tasks being conducted and a site specific risk assessment completed and available for inspection by NCCC staff.
- Any injury, near miss or identified hazard must be immediately reported to a representative of the NCCC.
 - Any person conducting work on-site must have completed a site-specific induction
 - No ladders higher than 2.4m may be used on-site without express approval.
 - Use of any power tools and location of use is only permitted with express approval from NCCC.
 - Any person operating a forklift, boom lift or other elevated work platform must be appropriately qualified and carry evidence certifying this.
 - Smoking is not permitted within the NCCC.
 - Any stage or tiered stage above 900mm must have safety hand rails.

5.2.2 High Risk Activities

Any high risk activity during the event such as rigging, hot works, aerial artist, high security events, protest or entertainment with any form of potential danger to the public, the Customer must inform the NCCC of any such activities and the NCCC's Management will require all necessary site specific risk assessments and or safe work method statements to be sighted prior to the event to determine the risk of the activity before it can be carried out at the NCCC. If the NCCC deemed the activity as dangerous, the NCCC reserves the right to cancel/stop the function or any part of it at their discretion without notice or liability. All information must be provided a minimum of one month prior to the commencement of the function or as advised by your Event Manager.



5.2.3 Rigging

Limitation of **one company to perform "Top Rigging"** - this refers to the affixing of any structure to the ceiling or permanent infrastructure attached to the ceiling in any room.

Maximum of **one additional company per event to perform subsequent or secondary rigging** such as but not limited to the affixing of banners, lights of other items to the "Top Rig" infrastructure.

All custom build rigging plans must be sent and sighted by NCCC, no later than **thirty (30) working days** prior to the event.

To ensure safety of delegates, staff and the venue and due to rigging being a high risk activity **only NCCC approved rigging companies are permitted to perform rigging** of any sort within the venue. Any company can request to become an approved rigging company, which requires a formal approval process to be conducted and the process will take approximately one month from date of request.

Please contact your dedicated Event Manager to commence the approval process or to obtain the details for NCCC approved rigging companies.

All rigging plots must be approved by a licensed rigger. It is the responsibility of the audio visual / styling / rigging company to forward accurate details to a licensed rigger for approval.

Rigging floor plans must include the compulsory information such as rigging with total weight load against the roof limits, loads per truss line of total weights hanging or point loads, lighting, speakers and drape line.

The one company undertaking the "Top Rigging" is responsible for the management and approval of all overall rigged weight loads per room.

Licensed riggers required to perform rigging work at the NCCC will be asked to produce their high risk (RB, RI or RA) tickets before they commence work. Riggers must complete a site specific hazard analysis and submit this to the NCCC **seven (7) working days prior to the work being undertaken**.

5.2.4 Traffic Management

If an event has traffic movements that may impact the safe use of any roads near the NCCC licensed traffic management may need to be engaged at the discretion of NCCC management and at the cost of the Customer. Price on application. This requirement applies but is not limited to all Formals using the driveway at NCCC.

5.3 Parking

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Parking is subject to availability and a charge applies for parking at the NCCC.

The NCCC has carpark spaces across six levels which are available for delegates and the public. Please note during peak periods at the NCCC, carpark spaces may be limited and are subject to availability.

5.4 Loss or Damage

The NCCC will endeavour to take all possible care but accepts no responsibility for damage or loss of equipment, merchandise or other property left on the premises prior to, during and after the event, except to the extent that such damage or loss results from the wilful misconduct or negligence of the NCCC, its contractors, agents or employees. The NCCC recommends that guests carry their personal valuables at all times and suggests that the Customer arrange an independent insurance policy to cover such damage and/or losses. It is also the responsibility of the Customer to provide Personal Insurance Cover for their employees and to ensure all event contractors hold Personal Insurance Cover.

The Customer shall ensure that it and its guests, employees, appointed agents, contractors and sub-contractors do not cause damage to be sustained, or loss to be incurred, to the NCCC's property, carpet, fixtures or fittings, prior to, during and after the function. The Customer is to ensure that nothing is nailed, screwed, stapled, pinned or adhered to any wall, door, ceiling, furnishing or other surfaces as part of the NCCC. The NCCC reserves the right to seek reimbursement of any loss/damages caused by the Customer. A bond may be requested for the event at the discretion of the NCCC.

The Customer will be liable for the cost of repairs or replacement for any damage or loss caused by itself and its guests, employees, appointed agents, contractors and subcontractors. The cost of repair or replacement is at the sole discretion of the NCCC as reasonably quoted.

The Customer shall indemnify NCCC, and keep NCCC indemnified, against all losses, claims, demands, proceedings, damages, fines, costs or expenses or other liability which NCCC may at any time suffer or incur or which may be asserted against NCCC by any person as a result of:

- (i) any breach by the Customer of the terms within this contract; or
- (ii) any act, default or omission on the part of the Customer, its guests, employees, appointed agents, contractors and sub-contractors,

except where such loss, damage or injury is attributable to the negligence of NCCC, its contractors, agents or employees.

5.5 Customer Responsibility

It is the Customer's responsibility to ensure that all attendees behave in an orderly manner during the event. At the conclusion of the event all goods (the Customer's, their agents, and contractors) must be removed from the NCCC unless otherwise agreed in writing.

5.6 Security

The NCCC may require security to be in attendance during your event, depending on the nature of the event. This will be at the NCCC's discretion depending on patron safety, managing crowds to ensure the Check In Canberra App is adhered to and RSA responsibilities and at the cost of the Customer. Please contact your Event Manager for further details of additional costs and services available.

For events with 750 guests and over where alcohol is served, security is mandatory. The cost of security will be charged to the customer. Licensed security guards can be arranged through your NCCC Event Manager.

Any private licensed security arrangements must be approved no less than 14 days out from the event by NCCC Management. Requests for use of scanners and detectors must be submitted to NCCC Management for approval. Public accessing the NCCC may be asked to pass through security checkpoints.

5.7 First Aid Responders

The ACT Government has undertaken a review of liquor licensing guidelines. Part of this review included a requirement that the NCCC provide a Risk Assessment Management Plan (RAMP). The NCCC's RAMP requires that we take extra precaution whenever a large number of patrons are in the NCCC. Therefore we require, for all events of over 750 guests where alcohol is served, that a First Aid Officer is on duty. **Section 47G - Business**

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5.8 Extended Hours / Timing

Additional labour charges may apply if the event continues after the agreed completion time.

All meeting room access times have been outlined in this contract under Section 1- Conference and Catering Requirements. **Section 47G - Business** **Section 47G - Business**

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An additional bump in day may be required (subject to availability) should your final floor plan have more than 5 custom build stands and/or significant banner rigging. Room hire will be charged for the additional bump in day based on 8 hours, this will be advised by your Event Manager once the floor plan is finalised.

5.9 Prices

Indicative prices for budgeting purposes will be provided at the time of quotation, based on current prices and an estimated price increase for each subsequent year. Prices may increase at any time without notice due to changes in or imposition of government charges, taxes or an increase in direct costs.

5.10 Surcharges

- \$5.00 per course surcharge applies to plated lunch and dinner menus with alternate service
- All arrival tea and coffee, morning tea and afternoon tea catering break periods will be catered for a maximum of 45 minutes per catering break period. An additional surcharge will apply for longer catering break periods, please refer to your coordinator for the cost.
- All lunch catering break periods will be catered for a maximum of 1 hour and 45 minutes per catering break period. An additional surcharge will apply for longer catering break periods, please refer to your coordinator for the cost.

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- Traffic Management charges will apply for all events where it is deemed as necessary by NCCC and includes all Formals using the driveway. Price on application.
- All costs are quoted in Australian dollars and are 10% GST inclusive
- Additional surcharges may apply depending on the exact event requirements

5.11 Arrangements

30 days before the date of the hiring period, the Customer must supply the NCCC with initial details of all details of the Event including program and timetable, room allocation, set up and services required from NCCC.

21 days before the start of the hiring period, the Customer must supply NCCC with a confirmation notice for food and beverage and additional services required.

(see information regarding notification of final numbers and dietary requirements in section 4 of this contract).

14 days before the start of the hiring period, NCCC will supply the Customer with an event order (BEO), which covers the details of the event together with an invoice for the balance of projected costs based on agreed numbers and services ordered.

7 days before the hiring period, the Customer will supply NCCC with the signed event order (BEO) or acceptance of the BEO in writing. After this date, the Customer may provide notices of change setting out details in writing of any proposed changes to the signed event order. Acceptance of these changes will be at the discretion of NCCC Management. NCCC will not be taken to have accepted any Notice of Change unless it confirms the notice in writing.

7 days before the start of the hiring period, payment of the balance of estimated costs is due.

Final costs will be calculated using the number of people actually attending the Event or the final numbers notified to NCCC in the final numbers notice (see section 4), whichever is greater plus the costs and expenses of the services actually provided to the Hirer in relation to the event.

The final costs payable will be reduced by the amount of estimated costs actually paid and will be payable no later than 14 days after the final statement is issued.


5.12 Exhibitions and Floor plans

This contract must be read in conjunction with our Exhibitors Manual. A copy is available from your Event Manager.

Exhibition companies and exhibitors are responsible for transport, set up and dismantling of their own equipment and displays in accordance with the NCCC's health and safety policies and all relevant legislation. Access through the main NCCC entrance is prohibited unless by prior arrangement. Goods may be delivered between the hours of 8.00am to 4.00pm (Monday to Friday) through the loading dock.

All floor plans must be sighted by the NCCC. The floor plan will be checked for operational servicing only and not as to whether it meets and complies with all or any relevant regulations and building codes. It is the Customer's responsibility to ensure that the floor plan and all exhibition arrangements are compliant to all relevant codes and legislation. All floor plans must take in consideration fire exits and must not block any fire hydrant or other fire-fighting / containment equipment. It is the responsibility of the Customer to forward accurate details to the venue. All staging / event requirements must be received by the NCCC a minimum of one month prior to the commencement of the function or as advised by your Event Manager. Floor plans should not be considered final until sighted by the NCCC and sighted by the ACT Fire Department when required.

All stand builds over 3m will require a builder's report unless otherwise approved in writing by NCCC Management or depending on the complexity of the build it may require consultation with a Structural Engineer and the charges will be the responsibility of the Customer. Any stand build in the Foyer spaces in the NCCC is subject to 2.5m height

National Convention Centre Canberra – National Anti-Corruption Commission Conference 2026 Please Initial  restriction unless approved in writing by NCCC Management. Please contact your dedicated Event Manager for further details.

All vehicle and heavy equipment brought into the NCCC must complete the weight load form that needs to be assessed prior to display. Should the weight load be above the amount that the NCCC can approve a consultation with a Structural Engineer is required and the charges will be the responsibility of the Customer. Please contact your dedicated Event Manager for further details.

All relevant NCCC contractor induction and statement checklists will be provided to the Customer who will be responsible to provide the information to their exhibitors, contractors or subcontractors.

All move in and move out schedules for the exhibition build, audio visual, production, logistics and styling companies engaged by the Customer must be received by the NCCC a minimum of one month prior to the commencement of the function or as advised by your Event Manager.

Other than NCCC staff, no person is allowed in the NCCC between the hours of 12.00am and 6.00am unless agreed in writing by NCCC Management. The Customer's goods may only be stored on the premises before or after an event with prior written approval from the Event Manager.

Access to the Exhibition Hall Terrace is allowed only between the hours of 800am and 800pm. Should access be required before 800am or after 800pm (by prior arrangement only), unloading and loading of equipment will be via the back crate loading dock.

5.13 Advertising

The NCCC requires advance permission to publish the venue's full name and / or logo in print, web, social media or in any audio visual related marketing or promotional activities.

All proposed artwork, in relation to any event which involves advertising, marketing or promotions (either on or offline) must be approved in writing by the Marketing Department of the NCCC, prior to publish and distribution.

5.14 Photography / Recording of the Event

Advance permission to photograph or film any part of the venue or events held at the venue, also requires advance permissions by the NCCC. This applies to all photography, sound or video recording of events, speakers or guests, either as part of an event or in relation to an event, at the NCCC.

5.15 Social Media

Interested in sharing your event success? The National Convention Centre Canberra (NCCC) invites you to like, share and follow us on LinkedIn, Instagram and Facebook.

<https://www.linkedin.com/company/national-convention-centre>

<https://www.facebook.com/CanberraNCCC/>

<https://www.instagram.com/nationalconventioncentre/>

We are also happy to support the sharing of your event related content including high resolution images, text and captions, on the venue's social media platforms at no additional cost.

For any media or marketing related opportunities regarding the above or other, please contact the Marketing Department on nccc.sales@ihg.com

5.16 Cleaning

Normal cleaning is included in the cost of the room hire. The Customer may incur additional charges in instances where an event has created additional cleaning requirements, which are considered by the NCCC to be over and above normal cleaning. The minimum cleaning cost is \$100.00 per hour and the number of hours will be determined after completion of cleaning.

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5.17 Responsibility

Should the NCCC be unable to provide the facilities reserved due to circumstances beyond our control, no further claim other than to an entitlement to a full refund of any deposits paid or may be made, less any costs reasonably incurred by NCCC. The NCCC will endeavour to provide the Customer with reasonable notice.

5.18 Additional Services

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5.19 Audio Visual Services/ Styling

The NCCC has Standard Operating Guidelines to ensure the highest quality of presentations, styling and sound and lighting is provided for our clients. Encore Event Technologies is accredited to meet these guidelines. All external audio visual / styling suppliers must complete the External AV Provider form or External Styling Provider form prior to commencement of work. Please ask your Event Manager for a copy of our guidelines.

5.20 Other

The Customer agrees to follow all reasonable requests of the NCCC and agrees that in utilising the facilities the Customer and their agents will not breach any act of Parliament or any local government ordinance or rule.

Customer agrees to have all relevant licences including but not limited to relevant music licences and any other Work Health Safety related licences relevant to the event and evidence of such may be requested by the NCCC. For application of music license please contact One Music Australia directly via the website <https://onemusic.com.au/licences/functions>.

Alternatively call 1300 162 162 or email: hello@onemusic.com.au for any further information or call your Event Manager for clarification of the licensing requirements.

Section 6 - Booking Conditions

The Customer is asked to read carefully all the provisions of this contract concerning their function, to initial each page and sign the last page, and to return the entire Contract to the NCCC within 10 working days. The Contract must be dated and signed by the Customer and returned within the appointed time with the required part payments (see deposit schedule) for the Contract to be registered and the booking made by the Customer to be confirmed.

If the NCCC accepts a change prior to the contract signed by both parties and receipt of the first deposit, a new contract offer shall be drawn up which shall cancel the previous offer. Any changes to provisions of the contract after its signature shall not be effective until confirmed in writing and signed by both parties.

Please note that the allocation of the Conference and Banquet rooms depends on the number of guests listed in this contract. The NCCC reserves the right to change the initial allocation of these rooms if the numbers of guests are altered, on condition that this does not affect the proper course of the function organised by the Customer. The NCCC reserves the right to re-allocate function rooms due to circumstances beyond the NCCC's control.

The Customer or Customer's representative/agent agrees to begin the events/s at the scheduled time/s and agrees to have its guests, invited and other persons, vacate the designated function area/s at the agreed completion time/s. Labour charges may apply if the event continues after the agreed completion time. Function rooms are allocated as per the times and terms specified in Section 1.

Section 7 - Governing Law

This contract shall be governed by the laws of the ACT and parties agree to submit to the non-exclusive jurisdiction of the courts in the ACT.

Section 8 - Acceptance

Please sign a copy of this contract, acknowledging acceptance of the terms and conditions contained herein and return it with the initial deposit by the due date as specified under 'Deposit Schedule'.

Section 47F - Personal privacy, Section 47E - Certain operations of agencies

NATIONAL CONVENTION CENTRE CANBERRA
ABN: 85 050 110 748
SECURITY DEPOSIT AND PAYMENT SCHEDULE

Name: Section 47F - Personal privacy Account: The National Anti Corruption Commission Australia Address: National Anti-Corruption Commission GPO Box 605 Canberra, ACT, 2601 Event Name: Australian Public Sector Anti-Corruption Conference 2026 Event Date(s): Mon, 07 Sep 2026 to Wed, 09 Sep 2026	Event: National Anti-Corruption Commission Conference 2026 Date(s): 07/09/2026 - 09/09/2026 Address: National Convention Centre Canberra 31 Constitution Avenue ACT 2601 Contact: Tanve Kaley Mobile: 0411 360 926
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Deposit Type	Due Date	Amount Due
Section 47G - Business		

**** Please note:** The balance due will be adjusted based on final numbers and event requirements.

A Pro-Forma Invoice will be issued for the amounts outlined according to the payment schedule. [A Pro-Forma Invoice for the initial deposit will accompany this contract.](#)

PAYMENT METHODS:

Company Cheque:

Made payable to the National Convention Centre Canberra

Direct Deposit:

Trading Name: National Convention Centre Canberra

Account Title: National Convention Centre Canberra

Bank Name: HSBC Bank Australia Ltd

Branch: 333 George St, Sydney, NSW, 2000, Australia

BSB Number: 342 011

Account Number: 2665 82001

(INTL) Swift Code: HKBAAU2S

Credit Card:

Please note, credit card payments incur a Merchant Service Fee (MSF) of 1.5% for Visa, Mastercard, and American Express, and 3% for Diners Club. This fee will be added to the total amount payable.

Payments made in cash, by company cheque, or via direct deposit do not incur a service fee.

Please send a Remittance Advice including the invoice reference number, company name, and event date to:

National Convention Centre Canberra - Accounts Receivable

act.accounts@ihg.com or fax on +61 2 6257 31