



## General Conditions

### Confirmation

To secure your booking please do so in writing via email, with either the Cost Centre and Fund or Credit Card details.

### Dietary Requirements

Our chefs are able to cater for most dietary requirements within 48 hours of notice.

### Final Attendance

Confirmation of the final rsvp's and times are due 7 days prior to the event.

### Event Time

Arrival and conclusion time of your event must be confirmed 7 days prior to your event.

Early access to your allocated area must be prearranged with Event Coordinator.

### Payment Of Your Event

On conclusion of your event, either the Cost Centre and Fund or Credit Card supplied will be charged. If you require a tax invoice please email [monash.club@monash.edu](mailto:monash.club@monash.edu)

### Cancellation

Cancellation or rescheduled within 48 hours of the event will incur the minimum spend fee.



32 Exhibition walk

Monash University, Clayton Campus,  
Wellington Rd, Clayton VIC 3800

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