

GPT Space&Co Meetings & Events January Promotion - Terms & Conditions

Campaign: 50% Off GPT Space&Co Meeting & Event Spaces

Dates: 5 – 31 January 2026

Promotion Overview

- **Offer:** Get 50% Off all meeting & event space bookings made and held between 5 – 31 January 2026 at GPT Space&Co. This offer is applicable to all GPT Space&Co locations nationally.
- **To Claim:** Participants must enquire with the GPT Space&Co team via phone or enquiry form, making mention of this offer.
- The **50% discount** will be applied to all GPT Space&Co Meeting & Event space bookings made and held between 5 – 31 January 2026 only.
- This offer is **not available in conjunction with any other discounts or promotions** and 50% off is the maximum discount that can be applied per booking.
- This promotion is available to **all customers** including external customers, GPT Tenants, and GPT Space&Co Members.
- The discount applies to **Meeting & Event spaces only** and excludes ancillary or customised solutions such as catering, day passes and additional services.
- The promotional offer is valid across all GPT Space&Co locations:
 - Melbourne
 - 8 Exhibition Street
 - Melbourne Central Tower
 - Queen & Collins
 - 550 Bourke Street
 - 181 William Street
 - 530 Collins Street
 - Sydney
 - Darling Park
 - 32 Smith
 - 580 George
 - Brisbane

- ONE ONE ONE Eagle

GPT Space&Co – Meetings & Events Terms and Conditions + Code of Conduct

Terms and Conditions

1. Booking and Payment

- **Minimum Booking Time:** One hour.
- **Availability:** All bookings subject to availability.
- **Payment Terms:** Charges for space hire/catering must be paid prior to the meeting when paying by credit card.
- **Invoice Payments:** Remittance is mandatory for invoice payments.
- **Security Deposit:** Venue manager may request a deposit prior to certain events.

2. Cancellation and Refund Policy

- **Meeting Rooms:** Cancellations or adjustments made within **48 hours** of the meeting start time are non-refundable.
- **Event Spaces:** Cancellations or adjustments made within **2 weeks** of the event start time are non-refundable.
- **Credit Reallocation:** Possible only with venue manager approval and subject to availability.
- **Cancellations Outside Policy Windows:**
 - Meeting rooms cancelled more than 48 hours before the booking date, or event spaces cancelled more than 2 weeks before the booking date, may be eligible for refund or credit with venue manager approval.
- **Venue Rights:** GPT Space&Co may cancel bookings due to unforeseen circumstances, with full refund or alternative date offered.

3. Use of Premises

- Rooms may only be used for the purpose specified in the booking confirmation.

- Maximum capacity must not be exceeded.
- Hirer is responsible for attendee conduct, including unauthorized use of unreserved rooms.
- Smoking, illegal substances, and inappropriate behaviour are prohibited.

4. Catering Services

- **GPT Space&Co Partnered Catering:** All catering items administered by GPT Space&Co will incur a service charge of **15% plus GST** of the total catering order.
- **External Catering:** Any food or beverage items brought onto the premises will incur:
 - A **\$30 plus GST service charge** per booking.
 - A **\$3 plus GST crockery charge** per head.
- **Delivery Notification:** Staff must be notified of any food or beverage items being delivered or brought onto the premises.
- **Special Deliveries:** Special deliveries of meeting collateral or food and beverage items may be allowed prior to the meeting/event with consent from the venue manager.
- **Dietary Requirements:** Any specific dietary requirements must be communicated at least 48 hours in advance.

5. Equipment and Facilities

- Furniture/equipment relocation requires staff assistance.
- Venue furniture/equipment must not be tampered with.
- Communal areas and egress points must remain unobstructed.
- Only appropriate stationery may be used; paint/glue/heavy marking mediums prohibited.
- Avoid using glass/windows for notes/signage.
- Damage may incur charges.
- External vendors may be hired with venue manager consent.

6. Access and Security

- Access granted from agreed start time.
- Hirer responsible for rubbish removal from rooms and communal areas.
- Attendees must exit at agreed conclusion time; late exit may incur charges.
- Lost property held for 30 days before disposal.

7. Liability and Insurance

- Hirer accepts full responsibility for loss, damage, or injury during hire.
- GPT Space&Co accepts no liability for personal property.
- Insurance covers building and contents only, not hirer's belongings.

8. Health and Safety

- Emergency/fire exit information available from staff.
- Hirer must comply with all health and safety regulations.
- Accidents/incidents must be reported immediately.

9. Photography and Media

- Venue manager must be notified in writing of any planned photography/filming prior to events.

10. General Conditions

- These terms constitute the entire agreement between hirer and GPT Space&Co.
- By confirming a booking, hirer agrees to be bound by these terms.
- GPT Space&Co reserves the right to amend terms with reasonable notice.
- Disputes will be handled under applicable local laws.

Code of Conduct

The space is intended for positive, collaborative, and professional use. All users must adhere to the following:

Users Must:

- Conduct business professionally and respectfully.
- Keep all areas clean, hygienic, and free from rubbish.
- Comply with all laws and regulations.
- Maintain appropriate volume levels to avoid disruption.
- Act eco-friendly: recycle and minimize environmental impact.

- Follow GPT Space&Co procedures and policies (internet use, room bookings).

Users Must Not:

- Engage in dangerous, offensive, or disruptive activities.
- Behave disrespectfully, discriminatorily, aggressively, or anti-socially.
- Affix/display materials on walls unless in designated/approved areas.
- Consume alcohol except in designated or approved events.
- Smoke anywhere within the premises.
- Bring pets unless approved (service animals excepted).
- Install equipment without prior consent.
- Obstruct egress points or communal areas.

Breach of Code of Conduct

Failure to comply may result in immediate termination of booking without refund and exclusion from future bookings.