

# Terms and Conditions for New Zealand Principals' Federation Queenstown Conference 2017

## Registration Terms and Conditions

- All prices are in New Zealand dollars and include Goods and Services Tax of 15%.
- If you cancel your registration prior to 18 August 2017 you will receive a refund less a cancellation fee of NZ\$100. Cancellations made after 18 August 2017 are non-refundable.
- Full payment for registration fees must be received prior to the Conference.
- The Privacy Act 1993 provides that, before your name and address details can be published in the list of delegates either for distribution to fellow delegates or any other party, you must give your consent. If you did NOT tick 'I DO NOT want my details to be included in the list of delegates' on the first page of the online registration form, it is assumed that you agree to have your details published in the list.
- If, for reasons beyond the control of the Organising Committee, the Conference is cancelled, registration fees will be refunded after the deduction of expenses already incurred.
- If travelling to the Conference from out of town, we recommend you take out personal travel insurance for the duration of your stay.

## Accommodation Terms and Conditions (if applicable)

- All prices are in New Zealand dollars and include Goods and Services Tax of 15%.

### *Millennium Hotel*

- The full amount for your stay will be charged against your credit card as a deposit to secure your reservation.
- The deposit is non-refundable.
- Room configurations are subject to availability and will be requested to the hotel but cannot be guaranteed.
- All guests will be required to provide credit card details for pre-authorisation on check in. If the guest does not wish to use their credit card then a deposit will be required on check in.
- All guests are responsible for settling the remaining balance and any additional nights booked at the time of check-in and any incidentals incurred upon departure. Please be advised that the hotel may apply a surcharge to all credit card payments, payment by cash or EFTPOS will not incur a surcharge.
- Check-in time is 2pm. Check-out time is 10am.

### *Copthorne Hotel & Resort Lakefront*

- The full amount for your stay will be charged against your credit card as a deposit to secure your reservation.
- The deposit is non-refundable.
- Room configurations are subject to availability and will be requested to the hotel but cannot be guaranteed.
- All guests will be required to provide credit card details for pre-authorisation on check in. If the guest does not wish to use their credit card then a deposit will be required on check in.
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- Check-in time is 2pm. Check-out time is 10am.

#### *Novotel Queenstown Lakeside*

- The full amount for your stay will be charged against your credit card to secure your reservation.
- Prior to 15 June 2017 this payment is refundable but if you cancel your reservation after 15 June 2017 or fail to check-in on the arrival date you have specified this payment will not be refunded.
- Room configurations are subject to availability and will be requested to the hotel but cannot be guaranteed.
- All guests will be required to provide credit card details for pre-authorisation on check in. If the guest does not wish to use their credit card then a deposit will be required on check in.
- All guests are responsible for settling the remaining balance and any additional nights booked at the time of check-in and any incidentals incurred upon departure. Please be advised that the hotel may apply a surcharge to all credit card payments, payment by cash or EFTPOS will not incur a surcharge.
- Check-in time is 2pm. Check-out time is 11am.

#### *Crowne Plaza*

- The full amount for your stay will be charged against your credit card to secure your reservation.
- Prior to 15 August 2017 this payment is refundable but if you cancel your reservation after 15 August 2017 or fail to check-in on the arrival date you have specified this payment will not be refunded.
- Room configurations are subject to availability and will be requested to the hotel but cannot be guaranteed.
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- Check-in time is 2pm. Check-out time is 11am.

#### *Blue Peaks Lodge*

- The full amount for your stay will be charged against your credit card to secure your reservation.
- Prior to 15 August 2017 this payment is refundable but if you cancel your reservation after 15 August 2017 or fail to check-in on the arrival date you have specified this payment will not be refunded.
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- All guests are responsible for settling the remaining balance and any additional nights booked at the time of check-in and any incidentals incurred upon departure. Please be advised that the hotel may apply a surcharge to all credit card payments, payment by cash or EFTPOS will not incur a surcharge.
- Check-in time is 2pm. Check-out time is 10am.

#### *Oaks Shores*

- The full amount for your stay will be charged against your credit card to secure your reservation.
- This deposit is non-refundable.
- Room configurations are subject to availability and will be requested to the hotel but cannot be guaranteed.
- All guests will be required to provide credit card details for pre-authorisation on check in. If the guest does not wish to use their credit card then a deposit will be required on check in.
- All guests are responsible for settling the remaining balance and any additional nights booked at the time of check-in and any incidentals incurred upon departure. Please be advised that the hotel may apply a surcharge to all credit card payments, payment by cash or EFTPOS will not incur a surcharge.

- Check-in time is 2pm. Check-out time is 10am.