Venue Hire Terms & Conditions

Please read and understand the following Terms & Conditions carefully before making or confirming your bookings. These Terms & Conditions are strictly followed and upheld at all times by Port Moresby Nature Park.

Covid-19 Measures
The Covid-19 measures or Niupela Pasin is strictly followed when entering the Park & within the Park areas.

- Capacity guidelines must be followed at all times.
- Mask must be worn at all times within the Park premises. (No Mask. No Entry Policy enforced).
- Social distancing of 1.5 meters is to be practice at all times.
- All guest on entry & exit of the Park to wash their hands with soap & water or hand sanitizer.
- Temperature check to be done when entering the Park.

Note: Failure to abide with these measures will result in guest not allowed entry or be removed from the Park.

Function Hours
The guest must strictly follow the Park function hours to avoid inconveniences.

- Gate (Main entry gate) will be open at 9am. However, group wishing to turn up early to do setup before the opening hours is advised to make prior arrangements with the Sales & Reservations team.
- All guests attending the function will be permitted entry anytime between 9am and 4pm. After 4pm, no guest will be permitted entry into the park.
- After 4pm, there will be no use of side gates. Guest to exit through main gate only.

Cancellation & Postponement of Function
The cancellation and postponement of function is granted upon the request of organiser with prior arrangement.

- Cancellation of bookings will incur with the following charges;
  1. 2 weeks (+14 days) notice before the actual date of function – 25% of the total fee will be deducted.
  2. Less than 2 weeks (-13 days) notice before the actual date of function – 50% of the total fee will be deducted.
  3. Less than 1 week (-6 days) notice before the actual date of function – 100% deducted (No refund).
- There won’t be any refund given back to the organiser during the actual date of the function due to bad weather conditions and that the organiser decides to cancel their function.
- If the organiser decides to postpone its function to a later date. A notice should be given to the Port Moresby Nature Park Management four days in advance prior to the exact schedule date of the function. Failure to do that will resulted in cancellation of the booking.

Alcohol & Betelnut Consumption
Due to the impact of alcohol and betelnut consumption on the environment.

- No alcohol is to be consumed within the Park. However, if the organiser decides to bring alcohol into the Park, an alcohol bond fee of K200 (Refundable) is charged. Organiser will have to complete an application “To Consume Alcohol” for approval purposes by Port Moresby Nature Park Management.
- Port Moresby Nature Park does not sell alcohol. Organiser is encourage to purchase the alcohol from outside and consumed within their designated area of venue hired and not anywhere else.
- No betelnut is to be chewed/sold within the Park premises. If found and caught, a spot fine of K20 is imposed on the betelnut chewer/seller and possibly be removed from the Park.
- Alcohol bond will only be refunded if the organiser and their guest behaviour is acceptable and within the Park guidelines and no damages are caused to the property of Port Moresby Nature Park.
- Alcohol Bond will be refunded within ten (10) working days of the date of function.

(If applicable, please fill in the Bank Account Details section at the back for refund purposes).

Note: The securities on duty have every right to confiscate or disallow any guest that bring into the Park alcohol without the approval of Port Moresby Nature Park Management.
Catering Services
The Park offers a one stop In House Catering Service, however;
- Only the organiser is allowed to bring into the Park their own cooked food to cater for their function needs.
- Strictly, NO outside caterers are allowed to provide catering services to organiser in any form within the Park.

Other Important Information
Please take note of the following important information to avoid unnecessary charges and inconveniences.
- The organiser of each function is strictly advised to let their guests know about their designated area as per their confirmed reservation and to stay within that area. Failure to do so will result in additional fee charge as it deemed by Park Management as extra use of venue.
- The discount rate for guest entry is paid in advance with the expected number of attendees together with the venue fee. However, if the number exceeding the expected discount rate figure. Normal rate is charge per guest.
- Unspent prepaid entries are Non-refundable.
- Port Moresby Nature Park does not accept credit. Thus, organiser is responsible to pay for their guest or the guest pay for themselves at the gate. No Pay – No Entry.
- Guest are advised to park their vehicle carefully at their own risk. Port Moresby Nature Park will not be held liable for any damages.

Bank Account Details (For refunds)

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Declaration Statement
I ___________________________ (Organiser’s name) hereby fully read or have this document read to me and had understood all the Port Moresby Nature Park’s Terms & Conditions mentioned. I with my own conscience agreed to abide with all and acknowledge that any breach of the terms & conditions by me or my guest will resulted in some of my fees deducted or my alcohol bond fee be forfeited.

Signature: ___________________________ Date: ___________________________

Witness - Officer’s Name: ___________________________ Signature: ___________________________