

## **HOTEL CANCELLATION POLICY**

Final payment for all guest rooms will be charged to the individual credit card provided.

From Booking Date to 91 days prior to arrival: Cancellations will not incur a cancellation fee.

Cancellations within 90 days prior to arrival date: Cancellations will incur a cancellation fee equivalent to the full stay of each room cancelled. Reductions of night/s are considered as cancellations of that night/s, and charges will apply.

No shows will be charged at the full accommodation rate for the duration of the booking. That is, all nights for all rooms booked will be charged directly by the hotel to the credit card provided at the full accommodation rate. Delegates must settle the balance of their account and any incidentals upon check out.

Any changes or cancellations to the booking must be in writing to the conference email [CLCA@thinkbusinessevents.com.au](mailto:CLCA@thinkbusinessevents.com.au). Any additional booking requests will be subject to the availability of the agreed rate.

Hotel's terms and conditions (as listed on their website) do not apply for any accommodation booked through the conference website.