

# WELCOME TO COUNTRY BOOKING REQUEST PROCEDURES & TERMS AND CONDITIONS

## BOOKING PROCEDURES

Please complete Booking Request Form – ***all fields must be completed.***

Complete booking request online ([www.metrolalc.org.au](http://www.metrolalc.org.au)).  
***(Preferably at least 1 week prior to event).***

Confirmation will be returned to you by email if/when booking accepted.

If booking us unable to be accepted you will be notified ASAP.

If booking is not within Metropolitan Local Aboriginal Land Council boundaries, you will be referred to the appropriate Land Council.

## BOOKING TERMS AND CONDITIONS

Booking Requests are not automatically accepted/approved.

Booking Requests are subject to availability of Cultural Representatives.

A male or female Cultural Representative may be provided (if available) upon request.  
***Please note on your booking form if you have a preference.***

Cultural Representatives do not provide invoices.  
***An invoice will be generated and sent to you after the date.***

Cultural Representatives do not take bookings.  
***All bookings and changes must go through the MLALC Office.***

Payment is required within 14 days upon receipt of invoice.

We accept payment by cheque or direct deposit, unless prior arrangements are made.

Cancellations are to be made in writing by email to [metrolalc@metrolalc.org.au](mailto:metrolalc@metrolalc.org.au)

A cancellation fee of 75% will apply for late notification (within 1 working day)

A cancellation fee of 50% will apply for late notification (within 2 working days)

An administration fee of 25% will apply for bookings that are received within 2-3 working days prior to an event.

We are unable to provide Aboriginal dancers, didgeridoo players or a smoking ceremony.  
***We may be able to refer you; however, these bookings are to be made separately.***

NAIDOC, Sorry Day, Reconciliation Week are our busiest times and will require bookings to be made at least 1 month before the event.

## PRICING

	Not for profit/Community Organisation	Local Government	Government	Corporate
Normal	\$400	\$440	\$440	\$500
Night/Weekend/ Public Holidays	20% surcharge will apply for night ( <b><i>after 5pm</i></b> ) and weekend bookings. This cost will include all travel costs.			
20% Surcharge	\$480	\$528	\$528	\$600

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A cancellation fee of **75%** will apply for late notification (within 24 hours).

A cancellation fee of **50%** will apply for late notification (within 48 hours).

An administration fee of **25%** will apply for bookings that are received within 48 hours of event.

A surcharge of **20%** will apply to all bookings with an arrival time outside of standard business hours being 9am-5pm Monday to Friday, inclusive of weekends and public holidays.

Where fee for parking is applicable, a cost of **\$30** will be included to your booking.

Community organisation size is determined by the ACNC (<https://www.acnc.gov.au/charity>).

Where rehearsals are requested a separate booking is required

Smoking Ceremonies can be provided, a separate booking will need to be made for these services.

Filming of a Welcome To Country cannot be distributed or reused without permission.

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**Full fee** will apply in the case where a Cultural Representative attends a venue and the event is not occurring due to incorrect date selected on the booking form by the client and no written advice of correct date has been supplied.

## PRICING

Payment Scale	Small/Medium Community Organisation	Government/Large Community Organisation	Corporate
Base Rate	\$400	\$450	\$500