

**Helping those  
in critical need!**



**GOLD COAST  
HOSPITAL  
FOUNDATION**

## **Gold Coast Hospital Foundation Event Organiser Terms and Conditions**

By engaging the Gold Coast Hospital Foundation (GCHF) to support the delivery of an event, course, conference, workshop or symposium, the Event Organiser acknowledges and agrees to the following Terms and Conditions.

### **1. Event Plans**

- Each event, course, conference, workshop or symposium constitutes one (1) individual event plan and will incur the applicable plan fee.
- An event plan applies to one (1) event only and cannot be transferred or used across multiple events.

### **2. Event Responsibilities**

The Event Organiser is responsible for:

- Planning and coordinating the event.
- Marketing and promoting the event.
- Securing sponsorships, where applicable.
- Coordinating presenters, speakers and facilitators.
- Managing communications with attendees.
- Providing GCHF with accurate and timely information required to support the event.

Any services or costs not expressly included within the agreed event support plan remain the responsibility of the Event Organiser.

### **3. Financial Management**

- GCHF will collect and manage event registration income through its approved systems.
- Approved event expenses will only be paid where sufficient funds are available.
- All invoices must be addressed to the Gold Coast Hospital Foundation and submitted with appropriate supporting documentation, including invoices and receipts, through the approved reimbursement process.
- GCHF reserves the right to decline or withhold payment where an expense is considered unrelated to the event, unreasonable, unlawful, unethical, or is not supported by appropriate documentation.
- If purchasing medical items with Event funds, the normal Foundation assessment procedure will apply, which includes approval from Clinical Governance and Asset Management. If not approved by Clinical Governance and Asset Management, GCHF will be unable to proceed with the purchase.

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#### 4. Surplus Funds

- Income and any surplus funds generated from an event and held by GCHF will be managed in accordance with the agreed Memorandum of Understanding (MOU) or other approved agreement.
- Funds held by GCHF must be fully acquitted within the same financial year in which they were generated.
- Funds remaining beyond the applicable financial year may incur a minimum administration fee of \$500, and revised acquittal arrangements may be negotiated.

#### 5. Sponsorship

- To facilitate sponsorship payments, client must advise the Foundation of each sponsorship amount. The Foundation can then raise relevant invoices and secure the funds.
- Sponsorship funds will be held and used for course related expenses.

#### 6. Event Fees

- The Event Organiser agrees to pay the applicable GCHF event plan fee, where relevant.

#### 7. Limitation of Liability

- To the fullest extent permitted by law, GCHF will not be liable for any loss, damage, delay, cancellation, financial loss or claim arising from or connected with the planning, management or delivery of the event or the agreed event support services.

#### 8. Acceptance

- By submitting an application or engaging GCHF to support an event, the Event Organiser confirms they have read, understood and agree to these Terms and Conditions.

GCHF reserves the right to amend these Terms and Conditions at any time. The version current at the time of engagement will apply.