



CORPORATE AND EVENTS PAYMENT PROCEDURE

1. Full Payment 7 Days Before Booking:

- a. All bookings require full payment 7 days before the scheduled event.
- b. Ensure that your account team is informed well in advance to process the payment before the due date.

2. Bookings Made Less Than 7 Days Before Event:

- a. If a booking is made less than 7 days before the event, full payment is to be made on the day of the booking.
- b. Send a remittance to events@area51bne.com on the same day as the booking was made.

3. Additional Add-Ons on the Day:

- a. Additional add-ons are accepted on the day, subject to availability and will be subject to the full rate as we can not provide the corporate discount on the day.
- b. Payment for add-ons must be made in full at the time of booking.
- c. For added Guests requiring food should be purchased and paid for on the day of the booking.

4. Invoice Policy:

- a. No invoices will be issued after the event.
- b. All payments must be settled in advance.

5. Payment Clearance and Cancellation Protocol:

- a. If payment is not cleared into Area 51 accounts 3 days before the booking:
 - You will receive a cancellation email and a follow up cancellation call.

6. Refund of Booking Payments:

- a. NO refunds to be given 7 days before their booking as this is in line with our refund policy for all other bookings.