

## REGISTRATION FORM

**DATE:** 29th OCTOBER 2019 - 1st NOVEMBER 2019

**VENUE:** The Tops Conference Centre • Bendena Garden Road, Stanwell Tops

**Registrations Close:** 27th September 2019

### ORGANISATION DETAILS

**Organisation:**

**Date:**

**Contact Person:**

**Position & Title:**

**Address:**

**State:**

**Postcode:**

**Phone:**

**Mobile:**

**Email:**

**Signed:**

Please complete the following details for the supervising staff member of your group who will be at SPARK.

**Name:**

**Position & Title:**

**Phone:**

**Mobile:**

**Email:**

### IMPORTANT INFORMATION / TERMS & CONDITIONS

- **Early Bird registration & payment to be received in full before 30th JUNE 2019 or standard charges apply.**
- **Standard charges apply to registration & payment received after 30th JUNE 2019.**
- In registering for SPARK you acknowledge & allow filming/photography of your organisation's group members, which may be used for media or promotional purposes.
- **RISK ASSESSMENT:** Please refer to [www.thetops.com.au](http://www.thetops.com.au) "Site Risk Assessment"
- Please note wheelchair accessible accommodation is limited and allocated on a first-in first-served basis.
- Lodged registrations will be acknowledged via email from The Junction Works SPARK Team upon receipt of your completed registration form. SPARK schedules and room allocations will be confirmed in writing from The Junction Works upon close of registrations after 27th September 2019.
- **The SPARK check-in office will open at 4:30pm on Tuesday 29th October 2019 for your group to complete registration procedures. Please do not arrive at The Tops before 4:30pm.**
- All payments to be finalised within 14 days of registration. If payment is not received, then your booking will be automatically cancelled.
- **REFUNDS & CANCELLATIONS:** A \$100 admin fee applies to all cancellations. Cancellations will be accepted up to 4/10/2019. Full payment will be required if cancelled after 4/10/2019.
- **The participating organisation's staff are responsible for the care of their clients and personal belongings whilst attending SPARK. Clients must have a staff member accompany them at all times.**
- Damage to The Tops property (i.e mattress) must be reported to The Tops & if required, costs met by your organisation.

### PAYMENT DETAILS

- **CHEQUE PAYMENT:** Please make cheque payable to "The Junction Works Ltd" - ABN 79 133 200 905. Post your registration form and cheque to: The Junction Works Ltd. PO Box 15 Austral NSW 2179
- **EFT PAYMENT DETAILS:** 032-075 538450 | Please enter your organisation name as reference when paying EFT. Please email registration details on payment. For more info: [spark@thejunctionworks.org](mailto:spark@thejunctionworks.org) | (02) 8777 0500.

## ROOM PURCHASE REQUEST DETAILS

Registrations are required per room. Please note room options are either 6 person rooms, 5 person rooms or 3 person rooms. **There is a very limited no. of Wheelchair Accessible rooms. 3 person rooms are also limited in availability.** Rooms are allocated in order of receipt of registration to The Junction Works' SPARK Team.

	Quantity (a)	Early Bird (b)	Standard (c)	Sub Total (d) [ (a) x (b) or (c) ]
1		6 Person Room @ \$3,966.00	6 Person Room @ \$4,141.00	
2		5 Person Room @ \$3,239.00	5 Person Room @ \$3,379.00	
3		3 Person Room @ \$1,785.00	3 Person Room @ \$1,855.00	
Note: Room rates are based on average client to staff ratio.			<b>Total (e)</b> (d) 1 + (d) 2 + (d) 3 =	
			<b>Staff T-Shirt Orders as below (f)</b> (No. of Shirts x \$25 each) =	
			<b>Grand Total</b> (e) + (f) =	

Please complete client and staff/carer details below and attach an extra page if required.

Organisation:

Total Number of Clients:

Total Number of Staff/Carers:

## CLIENT DETAILS

\*NOTE: For any dietary requirements, an additional dietary requirements form must be completed per person.

Full Name	Male/ Female		W/Chair Accom?		T-Shirt Size						Dietary Requirements?	
	M	F	Y	N	S	M	L	XL	2XL	3XL	Yes	No
1.												
2.												
3.												
4.												
5.												

## STAFF/CARER DETAILS

Full Name	Male/ Female		T-Shirt Size						Dietary Requirements?	
	M	F	S	M	L	XL	2XL	3XL	Yes	No
1.										
2.										

## TJW (SPARK) - OFFICE USE ONLY

Date Registration Received:

Received by signature:

Payment Received Date:

Comments: