

HALOGEN BOOKING & PAYMENT POLICY



halogen

SUGGESTIONS

Book early. Most of the tickets for the event are sold in the first few weeks of the event being promoted. The majority of events have been fully booked in the past and some people have been disappointed.

PAYMENT

Due date for payment is thirty (30) days from the time of booking. Additional tickets can be purchased at any time subject to availability. Payment can be made on receipt of tax invoice. **Please note payment after the event date will incur a \$100 late fee.** Invoices that have a due date after the event will not have the \$100 fee applied unless payment is not made before the due date.

CANCELLATION

Cancellation of tickets must be made before 5pm, fourteen (14) days before the event day and received in writing via email only. Cancellations or changes can be made without additional charge up to four (4) weeks prior to event day. Part or full refunds requested within four (4) weeks of the event will incur an administrative charge of 20% of the value of tickets cancelled. No refunds can be given within fourteen (14) days of the event due to our commitments to suppliers. Schools are encouraged to invite substitute participants where tickets would otherwise go unused. Any school that on-sells their booking to a neighbouring school must advise Halogen of changes to contact details etc.

CHANGES TO BOOKING

Amendments to bookings must be received in writing, via fax or email. Phone bookings and changes will not be taken.

DISCOUNTS

Early Bird Discount - Strict dates apply. Check out our event page for dates.

Large Group Discount (Secondary events only) - Once student ticket value reaches \$1,600 (\$1,800 after early bird cut off), price is capped until the 50th student. If you take advantage of this offer, no other discount will apply. The Large Group Discount is only available to bookings from a single school. To ensure this, all Large Group Discount tickets must be collected on the day. *For groups 50+, call us for a quote! Combined Bookings for more than one school/organisation or for more than one event are not permitted.

SEATING

Seating is by general admission. Please advise well in advance if you are bringing participants with special seating needs. Availability of such seating is dependent on the venue. Halogen is unable to guarantee that special seating requirements can be met, but will make every reasonable endeavour to accommodate all requests.

LAST MINUTE BOOKINGS

Last minute bookings may be made unless the event is full. Generally, tickets will be posted out 1-2 weeks before the event. If they have not arrived the day before the event please contact the Halogen Foundation Office to arrange pick up at the Help Desk. Last minute booked tickets are to be collected at the Help Desk.

DISCLAIMER

Highlights of the events will be captured in both photographs and videos. Halogen Foundation reserves the right to use this material for commercial purposes in print, electronic and social media unless consent is explicitly denied by the individual concerned, their legal guardian or school.

(Please read our [Privacy Policy](#) for more information.)