



Terms & Conditions

General Terms and Conditions

Prices are exclusive of GST

All prices are exclusive of GST, 15% GST will be applied to all payments.

Payment Terms

- Bookings made more than one month in advance of the booking date: 50% deposit of room costs at the time of booking. The balance of 50%, plus any additional catering requirements must be paid at least 7 days before the booking date.
- Bookings made within one month of the booking date: Full payment is required.
- An invoice will be issued at the time the booking is confirmed. Invoices are due for payment immediately.
- Bookings are not confirmed until payment has been received (either by credit card or bank deposit).
- Payments will be refunded in line with our Cancellation policy.

Cancellations and refunds

Bookings must be cancelled in writing to: bookings@bizspace.nz.

- Bookings cancelled at least 48 hours prior to the start of the booking - Full refund
- Bookings cancelled within 24-48 hours prior to the start of the booking - 50% refund
- Bookings cancelled less than 24 hours prior to the start of the booking - No refund

Note: Refunds will be less any applicable payment fees.

Membership plan terms

All member invoices are due within five days of invoice date, unless otherwise agreed. Invoices unpaid after 90 days may be referred to a collections agency if no arrangement has been entered in to. Member invoices may also be paid via Direct Debit.

Payment fees

Credit card payments will attract a 2.9% surcharge due to card network fees.

Use of services

The Biz Space services shall only be used for lawful purposes. Any illegal use of the Biz Space services by you or your guests will result in immediate termination of services.