

O3Office Terms & Conditions: Website

By securing this O3Office booking you agree to the following terms & conditions:

1. Services:

Services provided by us are: room, internet access, drinking water provision & access to a toilet. Additional facilities such as projector, TV & DVD etc will be provided if specified in the booking facilities description.

Extra services such as printing, faxing, scanning, telephone calls, specialist & catering options are only available at some locations and are all subject to charges which will be negotiated at the time of use with the proprietor.

Catering options: The only requirement of a boardroom owner is to provide drinking water, if additional catering is required (including hot beverages, pastries & sandwich platters) O3Office have negotiated for delivery from local coffee shops which can be arranged at the time of the meeting or prior. All orders will have to be paid in full at the time of ordering directly with the catering company.

2. Conduct:

When using O3Office facilities you agree to act in a manner appropriate to professional business conduct. The room must be left clean & tidy after use. All rubbish and refuse, particularly food items and scraps are to be removed from the premises prior to conclusion of the booking.

You must respect the interests of any other people using the offices and not cause or allow to be caused any loud noise or any other nuisance, disturbance or annoyance to be made in or to emanate from the room.

You may use only the room made available to you & respect the privacy of the other business within the building within which the premises are situated.

The consumption of alcohol on the premises is prohibited at all times.

If for any reason a violation of the above occurs, a warning will be issued and a further breach will result in a termination of your booking.

You must not use the room for any unlawful purpose nor carry on any activity which may have the effect of causing nuisance, damage or injury to the room or any persons within or near to the room.

You must immediately report to us and to the network member whose room you have booked any accident or damage to or defect in the room or any circumstance likely to cause any danger or risk to the room or any persons entering on or near to the room.

You indemnify both us and the network member whose room you have booked and keep us both indemnified, jointly and severally, against any claim, loss, damages or liability whatsoever which either of us may sustain or incur as a consequence of any negligent act or omission by you in the course of your use of the room.

3. Timekeeping:

By agreeing to these terms and conditions you are agreeing to only use the facilities for the time booked. Complacent timekeeping could result in additional costs being incurred, a warning issued and repeat offenders could result in refusal of future bookings.

If you wish to extend your timeframe whilst using our services, all bookings are coordinated through the O3Office website and extensions to bookings may be taken if the room is available. If the room is unavailable beyond the time of your booking you must vacate the room by the time your booking has ended

2. Payment:

All prices are GST inclusive and are in Australian dollars (AUD \$). You must make payment for rooms booked on the site at the time of booking via your nominated credit card. Your credit card provider may impose extra fees in accordance with its terms & conditions.

3. Changes to Bookings and Cancellations:

If you want to change any details of your booking, you must contact bookings@o3office.com.au. We will do our best to assist you, but cannot guarantee that requested changes can be fulfilled. If you want to cancel your booking within 24 hours of the booked appointment, please contact bookings@o3office.com.au & refund will be made. If notice given for a cancellation is less than 24 hours from the commencement time of the booking appointment, we will try to arrange a reschedule but cannot guarantee a refund will be made.

4. Privacy Policy:

All customer details taken for bookings are for the O3Office database only and will not be passed on or sold to third parties. Credit card details are destroyed and are not stored in any way.



- Boardrooms
- Office Suites
- Training Rooms
- Conferencing
- Virtual Assistance
- Online Bookings
- Carbon Offset
- IT Solutions
- Travel
- Networking

Empowering Australian Businesses 'Out Of Office'