



## Alumni Reunion Terms and Conditions

### Reunion Inclusions

Cabra Dominican College is happy to provide the following to support your year group reunion:

- Maintaining and updating the Cabra Alumni Database with updated contact details.
- Digital invitation design.
- Set up of a Trybooking link to collect funds.
- Collection of RSVPs and dietary requirements via Microsoft Forms, if no funds are being collected through Trybooking.
- Organising payment to external vendors i.e. restaurant/venue using the funds collected from Trybooking.
- Promotion of reunion via social media, website and quarterly magazine (pending printing date).
- Sending of emails
- Small amount of printing if needed (please see the Printing T&C's below).
- Name Tags

### Personal Data and Privacy

Due to privacy laws, Cabra Dominican College is unable to share any personal data of alumni to others. The college can however send emails on your group's behalf and pass messages on to the alumni we have on our database. We are also happy for your group to collect contact details for the college to add to the Cabra Alumni Database.

### Printing

Cabra Dominican College is happy to print the occasional item, but as we practice sustainability, we prefer to keep this to a minimum and email invitations where possible.

### Trybooking

If your group requires the collection of funds to pay an external vendor (i.e. restaurant/venue), the college suggests using Trybooking. Trybooking charges two separate fees. A levy of 50c per ticket is added to the ticket price (purchaser pays) and an additional levy of 2.5% per ticket price is deducted from the takings. In good faith, Cabra will absorb this fee and the full proceeds will be available for the reunion.

### Refunds

No refund can be made once the RSVP has closed, the Trybooking money has been transferred and the invoice has been paid to the chosen restaurant/venue.

### Decorations and other paraphernalia

Cabra Dominican College does not cover the costs for decorations and other paraphernalia. Alumni Event Organisers can however add an additional fee per head to the ticket price to cover these costs should this option be desired. For example, if the restaurant is charging \$35 per head for the reunion dinner, an additional fee of \$5 could be added to the ticket price per head to cover any decorations or ancillary costs.