Hi Emma,

I have prepared the price list for Bungarribee Park which is missing from the current Fee Schedule on the WSP website, please see the attached. It appears that we may need to get the website people to assist in adding this information onto the existing fee schedule document.

Additionally, I was going to propose we move the Terms and Conditions document for shelter bookings onto the *Shelter bookings* page right next to *Booking FAQ* and *Fee Schedule* (similar to where it’s located on PP website). That wayit is more easily accessible; too often people call to find out about those items already mentioned in our T&Cs.

Jake and I had a chat last week about the time span people have in which to make a shelter booking and then sometimes wanting to make changes. My suggestion would be to adjust further the following:

*Changes to shelter booked must be made up to 48 hours prior to your event date....etc...*

*Cancellations or changes requested less than 48 hours incur an administration and processing fee of $50 etc...*

What are your thoughts on this?

With regards to your suggestion re wedding ceremonies in the parks, I totally agree. People must apply for an approval or confirmation from us before they can proceed, otherwise by allowing small numbers to hold their weddings without our approval we/they wouldn’t know where to draw the line.

Would be good to chat sometime today when you’re free.

Cheers,