

Community Training Day: venue proposal

Issued: 10 September 2026 **Event:** 14 November 2026 **Reference:** HLC-041

This is the initial proposal. A later change order, if present, supersedes the line items it explicitly changes.

Original scope	Amount
Expected attendees	120 people
Venue hire	\$1,850
Catering	\$18 per attendee
Audio-visual (AV) rental	\$440

Tax: 5% applies to venue hire and AV rental. Catering is not taxable under this fictional quote.

Optional parking: \$180 if requested; it is not included in the proposed event price.

Cancellation: a \$450 fee applies only if the event is cancelled after 15 October 2026; it is not an upfront event charge.

Page 1 - original quote. Read the change order on page 2 before approving a total.

Revised scope and conditional discount

Issued: 12 September 2026 **Reference:** HLC-041-C1

This signed change order replaces the attendee count, catering rate and AV charge on page 1. All unchanged conditions on page 1 still apply unless modified below.

Revised item	Effective term
Expected attendees	110 people
Catering	\$20 per attendee
AV rental	Included at \$0
Venue hire	\$1,850 before discount

Conditional discount: reduce venue hire by 10% only if the deposit is received by 20 September 2026. Otherwise the \$1,850 venue charge remains. The deposit receipt date is not recorded in these two pages.

Tax after this change: 5% applies to the payable venue hire after any earned discount. AV is included at \$0; catering remains non-taxable.

Approval context: the committee's maximum all-in event budget is \$4,000. It must confirm the deposit receipt date before treating the discounted figure as approved.

Operations: final attendee count is due on 30 September 2026. Optional parking and the conditional cancellation fee remain as described on page 1.

Page 2 - later change order. Fictional values created solely for a reproducible AI-app comparison.