

CASUAL ACCOMMODATION BOOKING FORM

Guest Information:

GUEST NAME/S: _____

ADDRESS: _____ **SUBURB:** _____

STATE: _____ **POSTCODE:** _____ **COUNTRY:** _____

CONTACT NUMBER: _____ **EMAIL:** _____

Booking Information:

ROOM TYPE (please circle):

- | | |
|--|-------------------------------|
| <input type="checkbox"/> Studio Apt @ \$109/night | Number of rooms required..... |
| <input type="checkbox"/> A room within a 5-br Apt. @ \$79.00/night | Number of rooms required..... |

*Please note that the rates are higher over the New Year's Eve period between 30th of December 2016 – until 3rd of January 2017 - \$100 per night for a room in a 5 bedroom apartment and \$170 for a studio apartment.

CHECK IN DATE: _____ **APPROX. TIME OF ARRIVAL:** _____

CHECK OUT DATE: _____

TOTAL NUMBER OF GUESTS: _____

TOTAL NIGHTS: _____

(This rate above is quoted in Australian Dollars, inclusive of GST and is subject to availability & change)

Method of Payment –

I hereby authorise Sydney University Village to deduct the full amount from the card below*

PAYMENT TYPE (PLEASE CIRCLE):

CREDIT CARD: VISA / MASTERCARD

CREDIT CARD NUMBER: _____

CARDHOLDER NAME: _____

EXPIRY DATE: _____ / _____ CCV Number _____

MONTH / YEAR SECURITY NUMBER ON BACK OF CARD

CARDHOLDER SIGNATURE _____

*1.9% surcharge applies to all credit card transactions

Terms & Conditions:**Minimum Length of Stay**

Short term summer accommodation is available between 28 November 2016 and 19 February 2017. Depending on dates selected, minimum nights stay may apply and will be notified at time of booking.

Check In / Check Out Times

Check-in is available from 2pm on the day of arrival. The property can assist with early arrivals; however, they are subject to availability.

Check-out is prior to 10am on the day of departure. Additional charges may apply for rooms that check-out after this time. 24 hours notice is required if this needs to be extended and is strictly subject to availability.

Reception

Reception is open Monday to Friday 9am to 5pm, Saturday & Sunday 9am to 4pm. If you are arriving outside of these reception hours, please call 0422 395 499 when you arrive. For your convenience a phone (blue in colour) is located at the end of Elizabeth Street. Turn left at the lawn and it is 15 meters on the left. This is available for after-hours access to the accommodation buildings.

Accommodation Payment

Full accommodation payment is required at time of booking.

Cancellation Charges

A 72 hour cancellation policy applies to all bookings and 5 days cancellation policy to all New Year's Eve bookings staying over 30/12/2016 – 03/01/2017. Any cancellations or amendments (i.e. if you shorten your stay) within this period are subject to the full accommodation charge. Accommodation that does not arrive is subject to 100% accommodation charge as there is a cancellation fee for all room nights booked.

Payment Options and Details

A valid credit card is required at time of booking. This credit card must also be produced with photo identification at time of arrival. Please note there is a 1.9% credit card surcharge. Sydney University Village only accepts VISA or MasterCard's and does not accept cheque payments.

Credit Card Authority & Security Bonds

A security bond is required for all apartments at check-in. This can be in the form of a credit card pre-authorization. The name on this card must match the photo ID as well as the name on the booking. The security bond is used to cover any incidental items not included in the room rate. These include but are not limited to any breakages or damage incurred during your stay, any excess cleaning charges etc. The amount authorised is, but not limited to, \$100 depending on your room type. These funds will be returned to your card after departure and in some cases can take up to 7 working days to become available.

Room Configuration

Studio rooms are equipped with double beds. These can accommodate a maximum of 2 guests. Five bedroom apartments are equipped with a king single bed in each room and can accommodate a maximum of 1 guest per room (5 guests per apartment)

Housekeeping Service

Towel change after 3 days / Full linen change after 7 days. In room amenities are provided complimentary.

Car Parking

Sydney University Village has limited parking available upon request, subject to availability. There is a Secure Parking station located in the RPAH Medical Centre just next to the Village www.secureparking.com.au.

Smoking Policy

The Sydney CBD CLV Summer Stays accommodation is non-smoking. There are designated smoking areas outside of the buildings.

Replacement Room Keys

Lost room keys will each incur a \$30 fee.

Terms & Conditions:

Fire Alarms

Due to NSW Legislation the fire brigade is obligated to respond to any alarm regardless of the cause. Any resident found to have set off a false fire alarm, whether purposefully or because of carelessness, is responsible for any charges levied by the fire brigade and may also be subject to fines and disciplinary action. Never shower with your bathroom door open as excessive steam can set off a fire alarm.

Room/Apartment inclusions and what to bring with you

Studio rooms are equipped with a private ensuite with towels and travel toiletries. The room also contains a microwave and kettle, ceiling fan, small bar fridge and tea/coffee and basic crockery for two guests. Linen and pillows are provided, however additional blankets etc are on a request basis only. Unfortunately we can not guarantee all requests during peak periods.

Five Bedroom apartments boast two bathrooms, full size kitchen (fridge, stove-top and oven) and balcony. The kitchen is stocked with basic cooking/cleaning utensils for 5 guests including crockery and pots/pans. Additional items you may require during your stay such as iron, ironing board, televisions, clock radios etc may certainly be requested at Reception upon arrival. These items are limited in stock. We will do our best to accommodate your needs but these are on a request basis only and can not be guaranteed.

Special Note

All information in this agreement is correct at time of printing. Services and facilities are subject to change without notice.

Acknowledgement

I hereby agree to the above arrangements and to the above terms and conditions outlined in this agreement and understand that all reservations are subject to receipt of this agreement and necessary credit card documents.

On behalf of:
Name

On behalf of:
Campus Summer Stays Sydney CBD

Signature

Date

Date

Please return your signed acknowledgement to:

Sydney University Village / CLV Summer Stays Sydney CBD

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Newtown NSW 2042
Australia

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