

ACCOMMODATION APPLICATION

Dates of Accommodation:

In Date: / / Out Date: / / Number of nights: Number of people:

Monday-Friday the key to your room can be collected from Reception **before 4pm**, or from the Guard in the Security Office **after 5pm**. **Please note: Keys cannot be collected between 4pm & 5pm weekdays.**

Saturday and Sunday, the key can be picked up at any time from the Guard in the Security Office.

Check-out is by **9 am** on your departure day. Please leave the key in the key box on the ground floor of King House near the stairs.

On Arrival all guests are to familiarise themselves with the RIDBC Emergency Evacuation Procedures. A copy of which is on the wall in each room/flat/cottage.

As a condition of your stay, we are permitted to display your name on a resident list that is available for access by security officers and fire wardens. If you have concerns about this matter please discuss them with the Booking Officers. We value your privacy and your safety. Thank you for staying at King House.

Personal Details

Family Name: Given Name:

Home Address:

..... Postcode: Country:

Hm Phone: Fax: Email:

Mobile: • (Please write clearly, this is how we contact you)

Please indicate any health, medical or religious requirements/conditions which should be known to Management

Please advise if your employer is responsible for these charges YES NO

Employer Details (Company Name):

Address:

Contact: Title:

CANCELLATION AND REFUNDS

Cancellations are accepted by RIDBC up to seven(7) days prior to accommodation start date. Requests for refunds must be submitted in writing and are subject to an administration fee of 20%. Cancellation after this time, non-attendance or partial attendance does not warrant a refund.

Pavment

Credit Card

Credit Card Details Mastercard Visa Expiry Date: / /

Card Number: _____

CCV Number: _____ (CCV no. is found on the back of the card and may be 3 or 4 digits long)

Name on Card: _____

We are unable to reserve a room for you until we receive this form

PLEASE FAX OR EMAIL THIS FORM TO

Fax: (02) 9873 1614 or Email: king.house@ridbc.org.au

Accommodation Officers

Sue Vale – Mon-Wed ph: (02) 9872 0373

Jill Watson – Thurs-Fri ph: (02) 9872 0303