

King House Accommodation Request

Arrival Date:	Departure Date:	No. of Nights:	No. of Guests:
Personal Details			
Name:			
Address:			Postcode:
Phone:		Email:	
On Arrival			
<ul style="list-style-type: none"> • Key Collection: Weekdays: from midday until 2 pm from Reception. After 4 pm from the Security Guard. Weekends: from Security Guard. • 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 security. 			
On Departure			
<ul style="list-style-type: none"> • Check out time is 9 am on the day of departure so room can be prepared for the next guest • Please leave key in key return box located on the ground floor of King House near the stairs 			
Visit Details			
Name of Course Attending:			
Do you require Wheelchair Access:			
Payment Details			
Credit Card Details:	<input type="checkbox"/> MasterCard:	<input type="checkbox"/> Visa	Expiry Date:
Card Number:			
CCV:	(CCV is found on the back of the card and may be 3 or 4 digits long)		
Cancellation Policy			
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.			
General Information			
<ul style="list-style-type: none"> • Phones are provided in all RIDBC accommodation (local calls only, STD and ISD are not available). Calls are charged at standard Telstra local call rates. Payment for phone calls can be made at our Accounts Department before you depart. • We are unable to reserve accommodation for you until we receive this form (completed) 			
Fax: 02 9873 1614		Email: king.house@ridbc.org.au	
Accommodation Officers: Sue Vale (Monday – Thursday) Phone: 02 9872 0373; Lena Karam (Tuesday, Wednesday, Friday) Phone: 02 9872 0303			

Office Use Only: Room: No.:

Reservation. No.:

Confirmation sent:

About King House

- King House consists of motel style accommodation with communal kitchen and living/dining areas
- There are 23 rooms. Thirteen rooms have ensuites. There are two communal bathrooms for those rooms without an ensuite
- Linen and towels are provided
- King House has a limited monthly internet allowance. **Please do not download large files such as movies or songs during your stay as this can effect speed and availability**
- No housekeeping or room service is provided. The common areas of King House are cleaned daily, but we ask that guests wash their own dishes or load them in the dishwasher. Rooms are cleaned once a guest vacates.

Loss, Damage or Injury

- Persons using RIDBC's accommodation will be required to make good any damage caused to RIDBC's property or premises beyond normal expected wear.
- RIDBC will not be responsible for any personal property of an occupant which may be lost, stolen or damaged by third parties unless RIDBC is negligent or liable at law.
- RIDBC will not be held liable for any loss, injury or damage sustained by any person using RIDBC's accommodation, unless RIDBC is negligent or liable at law.
- Any loss, damage or injury to any person or property should be reported at the earliest opportunity to the Accommodation Officer, or Administration manager or Institute Security Guard as the case may require.

Swimming Pool

- If you wish to use the swimming pool, please read, sign and return the RIDBC Swimming Pool Usage form (attached). Unfortunately, guests who have not signed the form will not be allowed access to the pool area.

Special Requirements

- If you have any medical issues or special requirements you would like us to know about, please provide details below:

Policy: <u>RIDBC Outdoor Swimming Pool Usage</u>		Number of pages: 1
Issued: 20/12/06	Reviewed: Jan 2013	Next Review: Jan 2014
Authorised by: Director, Corporate Services		
Policy applies to: "POOL PATRONS" – Including RIDBC Staff, Volunteers and Residential Guests of RIDBC Cottages and King House		
<p>1) Opening times - Monday to Friday - The pool is opened by Security at 6:30 am Weekends and Public holidays – (refer section 4) After Hours Use</p> <p>2) Closing times - Monday to Friday – The pool is locked by Security at 6:30 pm Weekends and Public holidays – (refer section 4) After Hours Use</p> <p>If the "Pool Closed" sign is displayed on the entrance gate, then the pool is closed and cannot be used.</p> <p>3) Safety - In the interests of providing a Safe environment, padlocks have been attached to each of the entrances to the swimming pool. These gates will be locked and unlocked by Security in accordance with 1) and 2) above and 4) below. Swimming under the pool covers is dangerous and is prohibited. Under no circumstances is anyone to swim in the pool alone.</p> <p>4) After Hours Use - Staff are allowed to use the pool immediately before and after work on normal business days only. Please note that "staff" does not include family or friends. The pool gates are locked between 6:30 pm & 6:30 am Mon to Fri and all public holidays and weekends. The pool is used by EZYSWIM for lessons from 8.30 am to 12.30 pm on Saturdays. For access to the pool after normal business hours i.e. after 6:30 pm or before 6:30 am Mon to Fri, contact the Security guard on arrival on 0417 430 609 and produce your RIDBC Identification or some form of proof that you are staff, a volunteer or guest of RIDBC. If proof of identification is not provided Security has been instructed not to open up the pool. All swimming Pool Patrons are to use the pool in accordance with the "Conditions of Use of the Swimming Pool" signage.</p> <p>5) Liability - Please note this swimming Pool facility is not supervised. Patrons of the swimming pool use the pool at their own risk and there must be at least 2 adults at all times. RIDBC takes no responsibility for its use. All Pool Patrons who wish to use the pool must sign below acknowledging they have read and understand these guidelines. So that details may be recorded and Security notified; RIDBC Staff and Volunteers must forward a copy to RIDBC Helpdesk at least 24 hours before they intend to use the pool and Residential Guests must forward a copy to the RIDBC Accommodation Officer at least 48 hours before their arrival date.</p> <p>6) Pool Covers - If you take the pool covers off to use the pool you must place the pool covers back on when you are finished. DON'T REMOVE the covers via the side of the pool, as this damages the covers. Roll them up onto the Pool rollers. The pool covers retain the pool temperature, lower pool heating costs, keep the pool cleaner and keep the ducks off! You may if you wish only remove one pool cover.</p> <p>7) Swimming School Coach - Since Jan 2007 Ezyswim have had a licence to use the Pool for conducting swimming lessons. Under the terms of that licence, Ezyswim have agreed that staff may use lanes 4 and 5 when Ezyswim are conducting lessons.</p>		
<p>I, _____, have read and understand these guidelines.</p> <p style="text-align: center;">(Print Name)</p> <p>Signature: _____ Date: ____/____/____</p>		