

## Mary Thomson House Accommodation Booking Form 2018/19

Organisation \_\_\_\_\_

Contact Name \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_

Phone / Mobile \_\_\_\_\_

Email \_\_\_\_\_

Arrival Date \_\_\_\_\_

Departure Date \_\_\_\_\_

Arrival Time \_\_\_\_\_

Number of People \_\_\_\_\_

Number of Rooms \_\_\_\_\_

Cost \_\_\_\_\_

### TERMS & CONDITIONS OF STAY AT MARY THOMSON HOUSE

1. Please respect other guests and studio artists by keeping communal areas tidy, not hosting visitors at the accommodation after 11pm and respecting private studio spaces. Please don't leave personal items in communal spaces including wet laundry in the verandah.
2. Please also respect our neighbours and limit noise and disturbance after 11pm.
3. Respect property as damage will incur repair or maintenance charges.
4. No smoking is permitted within the building, or within 5 metres of the building.
5. Charges are set by the City of Albany in July each year, fees may be adjusted accordingly.
6. Rooms are to be left clean with bedding stripped and placed in the laundry bins provided. Extra cleaning will result in additional charges.
7. Lost keys will incur a fee. Keys remain the responsibility of the hirer named on this form.
8. For after hours issues contact Southcoast Security 24hr Night Watch on 0417 964 102. (Use this number if you have locked yourself out of the house or your room and a security officer will let you back in). **For emergencies call 000.**
9. Please report all maintenance or security issues immediately to VAC staff.
10. Guests are NOT to park in the disabled bay area unless displaying an ACROD sticker.

**By signing below, I acknowledge that I have read and agreed to the terms and conditions above.**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_