

Mary Thomson House Accommodation 2019/2020

The City of Albany's Mary Thomson House is located next to the Vancouver Arts Centre. Formerly the Nurses Quarters; Mary Thomson House is now used as hostel-style accommodation to support arts and cultural programs, to accommodate artists and provides a small number of non-residential artist studios.

The Mary Thomson House accommodation is not serviced.
Staff assistance is available Monday to Friday 9.00am – 4.00pm, and Saturday 10.00am – 3.00pm.

ACROD Parking is available at the front of the Arts Centre.

Room Information

- All rooms at Mary Thomson House are wheelchair accessible.
- There are four (4) single rooms and one (1) queen room available for hire, all equipped with electric blankets
- One (1) of the single rooms has a trundle bed, so can accommodate two people.
- Additional bedding, laundry and blankets are available in the linen cupboards by the kitchen.
- The bedrooms are situated around a fully equipped central kitchen and dining area featuring stunning harbour views.
- Two (2) bathrooms, one containing a washing machine, and two (2) toilets are located in the house, however no room has an en-suite. These are shared facilities.
- Check out times for Guests is 10am.
- Room Charges are \$70 per room per night, or \$235 a week per room.

General Accommodation Conditions

- All doors are to be locked when exiting Mary Thomson house throughout your stay.
- Excessive noise, disturbances and visitors are to conclude and depart at 11pm out of respect for other guests, artists and neighbours.
- Communal areas are to be kept clean and tidy at all times.
- Guests are required to clean up and remove all litter at the end of their stay in both their room(s) and communal areas. Failure to do so will result in additional staff required to clean the areas with the expenses billed to the Guest responsible.
- It is the Guest's responsibility to strip the bed (including doona and covers) at the end of the stay and place them in the designated laundry bins on the veranda.
- All doors in the house should be kept locked, and Guests are to leave via the rear exit through the sliding door when departing.

- Keys are to be left in the room door if Guests depart outside of non-business hours; if leaving during the Centre's opening hours, please drop off your key to the administration office upon departure.

Shared Facilities

- Veranda and dining space
- Self-contained kitchen with tea and coffee
- Two (2) bathrooms, one containing a washing machine, and two (2) toilets are located in the house.
- WIFI is available upon request.

Booking Accommodation

- Prior to completing a booking form, please contact the Vancouver Arts Centre staff to discuss your requirements and check availability.
- Complete the Mary Thomson House booking form and return via email to arts@albany.wa.gov.au or in person to the administration office of the Vancouver Arts Centre.
- A 50% deposit or full payment is required to confirm your booking. Payment methods accepted include cash, EFTPOS, direct debit and cheque. Please make all cheques payable to City of Albany.
- If you will be arriving outside of the Vancouver Arts Centre's normal business hours, please liaise with staff to coordinate access to the accommodation.

Cancellations

- Cancellations must be made no later than **48 hours** prior to the room hire booking. Please contact staff directly to discuss. The Mary Thomson House Accommodation deposit is non-refundable.

Mary Thomson House Accommodation Booking Form 2019 / 2020

APPLICANT & ACCOUNT DETAILS

Organisation Name: _____

Contact Person: _____

Billing Address: _____

Phone / Mobile: _____

Email: _____

BOOKING DETAILS

Arrival Date: _____

Departure Date: _____

Arrival Time: _____

Number of People Staying

Number of Rooms Required

Comments: _____

STATEMENT OF ACCEPTANCE

By signing below, I acknowledge that I have read and understood the VAC Bookings Information, Fees and Charges, Terms and Conditions and have been given full opportunity to discuss the implications of this application.

Name: _____

Date: _____ Signature: _____

GENERAL TERMS AND CONDITIONS

- The City's Vancouver Arts Centre (VAC) management and staff have the authority to act on Council's behalf during an event and shall be allowed entrance at any time. The Guest (person signing the booking form) must carry out any direction issued by VAC management and staff.
- Guests are NOT permitted to park within the disabled parking area unless displaying an ACROD sticker. Parking is available in the VAC car park, off the Mary Thomson House driveway and on the grass to the right hand side of the Mary Thomson House.
- No alterations are to be made to the fabric of the building and paintwork needs to remain undamaged and clean. Any damage to the room / building will be the responsibility of the Guest and a fee will be charged.
- Guests are to report any and all security and maintenance issues to the Vancouver Arts Centre administration office.
- The Guest is required to clean up, remove all litter generated by their activity in the communal areas and return the room to its original state prior to vacating the Mary Thomson House, eg. not leaving dirty dishes in the sink after use. If premises are left in an unsatisfactory condition, additional staff will be engaged to clean the premises, with expenses billed back to the Guest responsible.
- The Mary Thomson House host other guests and studio artists that are to be respected by keeping communal areas tidy, refraining from hosting visitors after 11pm, and not leaving personal items in communal spaces, eg. wet laundry in the veranda.
- Excessive noise and disturbances are to conclude at 11pm in respect to neighbours, studio artists and other guests at the Mary Thomson House. Failure to do so could lead to an early eviction from the accommodation.
- No smoking is permitted within the building or within a five (5) metre radius of the building
- For after-hours issues contact Southcoast Security 24hr Night Watch on 0417 964 102. This number can be used should you accidentally lock yourself out the house or your room. **For emergencies call 000**

BOOKING TERMS & CONDITIONS

- All bookings are to be made in consultation with a VAC staff member prior to completing a booking form to ensure availability.
- Bookings are confirmed once the deposit or full payment has been made.
- Keys issued become the responsibility of the Guest on this form. Any given keys lost will incur a fee and will be billed to the Guest responsible.
- Rooms are to be left clean with all bedding striped and placed in the designated laundry bins provided on the enclosed veranda. If the hired room is left in an unsatisfactory condition, additional staff will be engaged to clean the premises, with expenses billed back to the guest responsible.
- Cancellations / amendments are required 48hrs prior to your booked event or the applicable fees and charges will apply.

FEES & CHARGES & TERMS & CONDITIONS

- City Of Albany Payment Terms are strictly 30 days from invoice date
- The Guest will bear all associated costs to recover the debt in full.
- Accommodation charges are set by the City of Albany in July each year and are adjusted accordingly.
- Guests are required to pay a minimum of 50% deposit to confirm the booking and the remainder once the booking has been completed at the administration office, unless otherwise advised.
- The City of Albany requires 48hrs notice in writing of booking cancellations. Failure to meet this condition will result in a cancellation administration fee.
- Any requests for fee waivers, refunds and disputed accounts must be made in writing prior to payment of the account becoming overdue and are only issued in extenuating circumstances after approval by the VAC.

City Of Albany

Address: 85 Vancouver Street, Albany WA 6330 | PO Box 484, Albany WA 6331

Tel: 08 6820 3740 | Email: arts@albany.wa.gov.au