



# Dunmore Lang College

ABN: 41 000 640 120

## Terms and Conditions – Short Term Accommodation –

Dunmore Lang College's primary mission is to sustain a high quality residence for an academic community and all residents will be asked to respect the rules and policies governing that community.

Please note the following Terms and Conditions should be read in conjunction with the attached Quotation.

### 1. Confirmation

Credit card details must be provided before a booking is confirmed. The total cost of the first night's accommodation for stay's under 28 days or 1 week's accommodation for stay's over 28 days, per person will be deducted from the credit card account as a deposit. If no credit card is available, a booking will not be confirmed until the amount up to the first 4 weeks' accommodation is paid in full. All payments made online or via direct credit must be done no less than 3 business days prior to check in date and a receipt must be sent to the College.

A booking request does not constitute a booking unless confirmed by email or fax by Dunmore Lang College with a confirmation number. On confirmation an invoice will be issued for the amount, less deposit, for the cost of up to the first 4 weeks of accommodation. The invoice will be faxed or emailed and must be paid in full within 7 days of receipt. If the invoice is not paid in full by the due date, the booking may be forfeited and the deposit amount retained.

### 2. Room Assignment

The College undertakes to provide accommodation to the standard requested or will provide accommodation of a greater standard in the College or at an adjacent property.

### 3. Cancellation/Reduction of Accommodation Rooms and Event Space Events

Cancellation or reduction of a booking must be advised to the College in writing. In the event of cancellation or reduction of guest numbers or duration of stay the following conditions will apply.

Cancellation within the following period prior to the first night booked:

4 weeks or more:	100% of the total charge, <b>less deposit</b> , will be refundable if reduction or cancellation is within 4 weeks or more from arrival date
7 – 27 days:	75% of the total charge, <b>less deposit</b> , will be refundable for reduction or cancellation of bookings between 7 and 27 days of arrival
24 hrs – 6 days:	50% of the total charge, <b>less deposit</b> , is refundable for reduction or cancellation between 24 hours and 6 days of arrival
24 hours	No refund will be payable if cancellation is within 24 hours of arrival date
Early Departure	Please note 24 hours notice required for early departure or 1 night's accommodation payable

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## **4. Damage**

Residents must keep their accommodation in good condition and will be charged for damage that exceeds reasonable wear and tear. This includes damage through their own action or through the action of their guests as Clients are responsible for the behaviour of their guests.

## **5. Security**

Whilst the staff of the College will take every care with the security and protection of property and guests, the College will not accept any responsibility for the loss or damage to any equipment, merchandise or belongings left on the premises prior to, during, or after a Client's stay.

## **6. Sub Letting**

Clients must not assign or sub-let or otherwise part with possession of their accommodation occupied by them without written consent of Dunmore Lang College.

## **7. Legal costs**

Clients will be required to pay any legal costs and fees incurred by Dunmore Lang College for any legal proceedings that may be required arising out of any breach on the part of the Client of the Terms and Conditions for Short Term Accommodation.

## **8. Access to Accommodation**

Dunmore Lang College reserves the right of entry to Client's accommodation by approved staff in approved situations (e.g. health and safety, smoke detector tests, maintenance or in case of emergency, actual or suspected).

## **9. Client's Agreement**

By signing this document, the Client acknowledges that he or she has read and understood these Terms and Conditions and agrees to be legally bound by them. Furthermore the Client agrees to pay a non refundable deposit of one night's stay to Dunmore Lang Colleges Limited to secure the scheduled event booking within 14 days of the date of the College's quotation.

## **10. Health and Safety**

Dunmore Lang College takes the Health and Safety of all its guests very seriously. To ensure the Health and Safety of all our guests, we require a list of all delegate names attending conferences at Dunmore Lang College to be provided at the beginning of each conference or group accommodation booking. This will only be used if evacuation of the building is required due to fire or other emergencies. This will enable staff at Dunmore Lang College to ensure all its guests are safe and a roll call can be completed. We also ask that you familiarise yourself with the 'Building Fire Evacuation Procedure' Health and Safety notices in each conference and accommodation room which explains evacuation routes and meeting points.

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## 11. Miscellaneous

Guests on long stay rates who may be departing within 28 days from check in date will have their rates amended to the short stay rate equivalent. The account must be finalised prior to check out.

The College reserves the right to amend room type(s) without notice on all short term & group accommodation bookings.

*The goal of the management of Dunmore Lang College is to work with our clients to achieve their objectives in a non-smoking environment that is free from noise, harassment and discrimination.*

Date: \_\_/\_\_/\_\_



\_\_\_\_\_  
Felicity Webb  
Programs and Events Assistant  
Dunmore Lang College

Client  
Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Confirmation Number: \_\_\_\_\_