

## **INFORMATION ON RESERVATIONS:**

Reservations can be made by phone (9349 7555) or in person at the Reception Desk at the club  
**HOURS ARE MONDAY – SUNDAY 10.00 AM TO 4.00 PM**

**PAYMENTS:** Personal cheques, cash, credit cards and eftpos are accepted.  
Payments can be mailed addressed to  
**HOLIDAY BOOKINGS**  
P.O. BOX 99  
KINGSFORD 2032

**DEPOSIT:** \$100 Deposit is required when making a booking. If it is not paid, the booking will be cancelled.

**BALANCE:** Payment is due **ONE MONTH PRIOR** to your booking date.

**BOND: \$200** This is to be paid with the balance and is refundable the week after your return, as long as unit is not damaged; otherwise repairs will be deducted from bond. Bond can be collected from the Club from **MONDAY TO SUNDAY From 10 am to 4 pm.** Please ensure that you have your receipts with you. If you have misplaced it, you must advise this office in writing or phone the office for the records to be checked. If you wish to have your bond mailed out to you, advise staff when making payments or by phone on your return. If you have paid your bond by credit card, the bond will be credited to your card. Please note that it is your responsibility to contact us to apply for the refund of the bond.

**CANCELLATION:** One month's notice must be given. There is an administration fee of \$50.00. If cancelled less than one month, the full fee of \$100.00 applies.

**SPECIAL NOTICE RE SCHOOL HOLIDAYS :** A ballot is held in the FIRST SATURDAY OF FEBRUARY each year at 9.30am on the 1<sup>st</sup> floor. Doors open at 9am. Members are allowed to book for the holiday periods only EVERY ALTERNATIVE year. Bookings for the Xmas period are for two week allotments. A DEPOSIT OF \$100 IS REQUIRED ON THE DAY OF THE DRAW. Booking confirmations are mailed after processing. Bookings for the remainder of the year are available either in person or by phone the following Monday morning at 9.30am.

**REQUIREMENTS:** All flats are self contained. Fans & heaters are provided. There is also a BBQ area. Cots and fold-up beds are available on request. Pillows and blankets are provided. Holiday flats are approx. ten minutes walk to the beach and shops. TV sets are provided in all units at Forster. TV sets are not provided at the Entrance but can be hired from **REG RUFF, 30 FAIRWAY AVE, THE ENTRANCE. (PHONE NO 43 323 259)** You are required to provide your own linen (sheets, towels, pillowcases, toiletries etc) Cutlery and crockery are provided, and we ask that any broken items be replaced and the caretaker notified.

**ARRIVAL:** 1PM ONWARDS...(KEYS WILL BE LEFT IN THE DOOR)  
(Should you decide to arrive outside your designated times, please advise this office so the caretaker may be notified.

**DEPARTURE:** 8AM...(PLEASE LEAVE KEYS IN SPACE PROVIDED THROUGH DOOR OF BACK SHED.) Check to see that all personal belongings have been removed. We do ask that you leave on time so flats can be serviced.

## **CONDITIONS OF HIRE**

- THE MEMBER BOOKING THE FLAT **MUST BE THE OCCUPANT. BOOKINGS ARE NOT TRANSFERABLE**
- MEMBERS FOUND SUB-LETTING THE FLATS WILL BE SUSPENDED
- THERE MUST BE NO MORE THAN THE REQUIRED NUMBER OF PERSONS OCCUPYING THE FLAT
- **ANIMALS ARE NOT PERMITTED IN THE UNITS OR ON THE PROPERTY**
- ALL GARBAGE MUST BE APPROPRIATELY DISPOSED OF - BINS PROVIDED
- PLEASE ENSURE THAT NO FOOD IS LEFT IN REFRIGERATORS
- THE FLATS MUST BE LEFT IN A CLEAN, TIDY & UNDAMAGED CONDITION
- IT IS MOST IMPORTANT THAT YOU KEEP NOISE TO A MINIMUM
- ALL UNITS ARE NOW NON-SMOKING

**MEMBERS FAILING TO COMPLY WITH THESE CONDITIONS OF HIRE COULD FACE SUSPENSION OR LOSS OF THEIR SECURITY BOND.**