

COMPUTER AND INFORMATION SCIENCE BOOKING ACCOMMODATION REQUEST FORM
Dates: 11th – 13th July 2018

Thank you for your interest in staying with us with us at [Kooloobong Village \(KBV\)](#).

Please complete your details below and return this form to group-bookings@uow.edu.au before 1st July 2018. We are unable to accept bookings after this date.

Kooloobong Village is a located on the University campus amidst a bushland setting on the edge of Mount Keira. Each room includes a single bed (with bed linen and towels) and a private bathroom.

All guests must depart by **10.00am on their departure date**.

Room Type: Single bed, desk, cupboard with private bathroom. Limited kitchenware will be provided.

Price per person per night - \$150 per person per night

Guest Contact Details

Contact Name

Contact Phone Email

Expected Arrival Date/Time Expected Departure Date

Guest Details		Room Type/s	Sub-Total
Family Name	First Name		
		Studio	\$

Card Type *We cannot accept AMEX or Diners*

Card Number Expiry Date

Name on Card Total Amount

Declaration

I have read and understood the terms and conditions and agree to be bound by them and the information provided in this booking request form.

Signature

Date

Terms and Conditions

Arrival

Check in is from 2pm on the day of your arrival, and check-out is on or before 10am on your day of departure. Check-outs after this time will incur an additional nights' charge for each room. Following confirmation of your booking you will receive more information regarding your arrival.

Your Account

Full payment is required to secure your booking. This amount will be deducted from your nominated credit card no later than one working day after receiving your completed booking form. The same credit card that was used to make the booking must be provided for verification and check-in. This credit card will be charged if (a) you or your guests do not adhere to these terms and conditions, (b) there are damages to your allocated rooms and associated common spaces, (c) additional cleaning above and beyond what would be considered fair and reasonable is required, or (d) you check-out late.

Cancellation

An amount equal to 80% of the full fee will be refunded to your nominated credit card where a cancellation or termination occurs more than two (2) weeks before the commencement of your booking. An amount equal to 50% of the full fee will be refunded to your nominated credit card where a cancellation or termination occurs less than two (2) weeks before the commencement of your booking.

Loss or Damage

Accommodation Services is not liable under any circumstances for any personal injury sustained, or any loss, theft or damage to your property that exceeds \$100.00. By agreeing to these terms and conditions you hereby indemnify Accommodation Services for any loss pertaining to these circumstances.

Parking

There are limited parking spaces available at Residence, each requiring a permit. Please indicate if you require a permit when submitting this form and we will do our best to allocate one to you, subject to availability.

Cooking

Limited crockery, cutlery and kitchen ware will be provided.

Smoking

Smoking is not permitted inside any building or on balconies. Smoking is permitted in one of six designated smoking areas within the Campus East precinct.

Fire Safety

Each room is fitted with sophisticated fire detection equipment which, if triggered, automatically calls the NSW Fire Brigade. An alarm caused by steam, fumes or any sort, cigarette smoke, or the actions (accidental or otherwise) of you or your guests will result in the **NSW Fire Brigade's call-out charge of \$1,500** being debited to your nominated credit card.

Alcohol

You may consume alcohol in your room and associated common area provided you maintain an acceptable level of behaviour. Any person supplying underage persons or permitting underage persons to consume alcohol will be subject to immediate removal. Alcohol consumption is not permitted in corridors, lobbies or outside the buildings.

Acceptable Noise & Behaviour

Quiet hours operate from 11.00 p.m. to 9.00 a.m. Any behaviour that violates the University's policies or NSW or Commonwealth Law will mean that those persons responsible will be subject to immediate removal. No refunds will be made. This document acts as your first and only warning. A decision or direction made by the Head of College, his delegate or Authorised Person is final. All serious breaches will involve a response from UOW Security or NSW Police.

All guests are also bound by the rules and policies outlined in the Residence Handbook - [Kooloobong Village Handbook](#)

Please take the time to familiarise yourself with this prior to your arrival.