



Short Stay Accommodation Request

Terms and Conditions

1. Applications for use of Campion College (The College) buildings or grounds must be made in writing utilising this form.
2. The College agrees to the hire of the facilities and locations agreed for the specified period. The room(s) is on an 'as is' basis. The College is not liable if the Guest is not satisfied with the condition of the Room(s) or if it proves unsuitable for your stay.
3. The Guest agrees to reimburse the College for the full cost of repairing any breakage, loss or damage attributable to the Guest to the facilities during the hire period.
4. The Guest agrees to notify the College of all injuries or damage arising out of the Guest's use of the College within 7 days of becoming aware of the injury or damage.
5. The Guest acknowledges receipt of these Conditions for Hire of the College Rooms and agrees to those conditions.
6. The Guest agrees to cover the cost of any excessive cleaning charges deemed by the College to be beyond the normal usage.
7. The Guest will leave by 12.00pm on the date of departure.
8. Nothing is to be attached in any manner to the walls, floors, curtains or any part of the buildings, nor shall signs, scenery etc be erected without the permission of the College.
9. The College reserves the right to refuse to let the facilities at its discretion, in which case all monies paid will be refunded.
10. Sub-letting of facilities is not permitted.
11. Noise (music etc) must be contained within the requirements of the City Council. Additionally, music must cease at midnight on Fridays and Saturdays, 10.00pm on Sundays, and 11.00pm on all other days.
12. The Guest is aware the College may have students in residence and the College is located in a residential area. All persons staying on the College grounds must refrain from any behaviour which could be reasonably construed as disturbing the residents and neighbours or infringing on a person's property and/or rights.
13. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age.
14. Smoking is only permitted in the designated smoking area.
15. The College accepts no responsibility for private property left or damaged on the premises.
16. The College reserves the right to access the premises at any time for maintenance or repairs.

As a Catholic institution, Campion College requires external hirers to be respectful of its traditions and practices on campus, including observing a code of conduct consistent with Christian values. This includes responsible consumption of alcohol and not participating in any illegal activity. Guests staying in College accommodation are expected to stay in the rooms allocated to them by the College. Breaches of this clause may result in the hiring agreement being terminated at short notice or individual participants being required to leave the campus.

Confirming Your Booking

To confirm your booking, this Agreement must be signed and returned to the College. The College reserves the right to cancel any reservation without notice if the Guest fails to comply.

Payment of Fees

All fees (inclusive of GST) must be paid in full before the date of arrival by direct deposit into the College bank account. **BSB: 062784 Acct: 100007668 Name: Campion Institute Ltd**

Cancellation Fee

A cancellation fee may be incurred based on the notice provided. If more than 7 days' notice is provided, a full refund of the deposit will be made.

Guest Details					
Full Name (main contact)					
Names of additional guests					
Address					
Suburb		State		Postcode	
Contact Phone		Mobile			
Contact Email					
Arrival Date		Departure Date			
Arrival time		Departure time			
Accommodation costs			No. of rooms	No. of nights	Total due
<input type="checkbox"/> Studio room - single occupancy \$100 per person, per night (including GST)					
<input type="checkbox"/> Studio room - twin occupancy \$90 per person, per night (including GST)					
			Total amount due		\$
College alumni are entitled to a 25% discount. Please tick this box if you are eligible: <input type="checkbox"/>					
Declaration					
I have read and understood all the terms and conditions of Campion College.					
Guest Name					
Date		Signature			

Office Use Only				
Approved by Finance Manager Sue Huxley	Signed:		Date:	
Keys	Issued:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Returned:	<input type="checkbox"/> Yes <input type="checkbox"/> No