



## ACCOMMODATION BOOKING FORM

10-13 October 2019

Knox Grammar School, Wahroonga

Accommodation in the Knox Boarding Centre can be booked for the *Exploring the Past* conference.

### **Rooms**

Rooms are either single or twin bed rooms, all with en-suites. The boarding centre also has common rooms and kitchens available on each floor, where snacks can be heated up in a microwave. The cost includes a continental breakfast.

### **Arrival & Departure**

Arrival

- on Thursday is between 3.30pm and 7pm
- on Friday is between 3.30pm and 5.30pm
- on Saturday is between 3.30pm and 5.30pm

unless prior arrangements are made. Bag storage will be available while conference sessions are in progress.

Check out time is 8.30AM.

### **Smoking & Alcohol**

There is a strict no-smoking policy everywhere on the school campus. There is also no smoking allowed within five (5) metres of any of the school gates. Alcohol is not allowed in the Boarding Centre.

### **Cleaning**

Rooms, kitchens and common areas must be left clean and tidy on your departure (with the exception of linen and towels) or additional charges will be incurred.

### **Payment**

As there is likely to be high demand for the accommodation, we request that you apply first without payment. Once you have been informed that your application has been accepted you will have seven (7) days to pay, either by making a direct deposit into our bank account (details will be provided with booking confirmation) or by sending us a cheque (address will be provided with booking confirmation). If you do not make your payment in that time the room will be released for someone else.

Loss of keys and/or access card will incur a \$20 replacement fee.

### **Cancellations**

All cancellations must be made in writing. Cancellations before 1 August will be refunded less a 10% service charge. Cancellations after that date will not be refunded unless another person can be found to take the booking.



### **Filming**

You must not film any part of the Boarding Centre or any person present at the Boarding Centre during your stay unless prior written consent of the school is granted.

### **Property left at the Boarding Centre**

If items left at the Boarding Centre are not claimed within 14 days they will be donated to a local charity. If you request items to be posted to you, Knox will do so at your own cost.

### **Other conditions**

- You must, at all times you occupy the Boarding Centre, be responsible for:
  - Keeping and leaving the Boarding Centre in a clean, safe and tidy condition and immediately cleaning any spillage or waste matter you have caused.
  - Avoiding any noise or action which will interfere with the School's activities or neighbours.
  - Avoiding any action which would cause or allow damage to the Boarding Centre or its contents.
  - Leaving the Boarding Centre securely closed and locked with all lights, heaters and other appliances turned off.

### **Issues during your stay**

If there are any problems during your stay, please contact Lorraine Henshaw, who will be on site, on 0418 221 354. Any damage, breakage or losses to the School's property, furniture or furnishings (other than normal wear and tear) is to be paid for by you and must be reported to Lorraine or another member of the conference organising committee immediately.

### **Waiting List**

If the accommodation is fully booked when you make your application you may, if you wish, go on a waiting list in case of cancellations.



**Application Details**

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

Address: \_\_\_\_\_

Phone/Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

Are you booking a single room or a twin room? SINGLE/TWIN (please indicate)

**Twin rooms are only available for two people to occupy.**

If you are booking a twin room please enter the details of the other occupant:

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

Address: \_\_\_\_\_

Phone/Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

Which nights are you staying?

Thursday 10 October  (please indicate with tick or cross)

Friday 11 October  (please indicate with tick or cross)

Saturday 12 October  (please indicate with tick or cross)

**Cost** \$100 per person per night. Total cost for this booking \$\_\_\_\_\_

**I acknowledge that I have read and accept the Terms and Conditions of this booking**

**Name in full** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Please return form to PO Box 460, St Ives NSW 2075, or scan and email to [beds@khs.org.au](mailto:beds@khs.org.au)**

**Payment**

Do not make payment until your booking has been confirmed. Instructions on how to make payment will be included with your booking confirmation.