# LOCKHART RIVER ABORIGINAL SHIRE COUNCIL

ABN 55 631 460 952

# ACCOMMODATION & ROOM HIRE

| | |
|---|---|
| **Name of Person / Organisation using room:** | |
| **Person / Organisation to be invoiced:** | |
| **Address on Invoice:** | |
| **Contact Telephone of Person / Organisation:** | |
| **Email of Person / Organisation:** | |

| **ROOM / ACCOMMODATION TO BE HIRED:** **PRICES INCLUDE GST**<br>(TICK APPROPRIATE BOX, IF MORE THAN ONE REQUIRED, SEPARATE FORM NEEDS TO BE COMPLETED) | | |
|---|---|---|
| **PUUYA CENTRE ACCOMMODATION PER NIGHT:** | | ☐ $228.00 (1Person) ☐ $344.00 (2 People) |
| **HACC (GUEST HOUSE) PER PERSON PER NIGHT:** | | ☐ $171.00 (1Person) |
| **HALL HIRE** | ☐ **PUUYA CENTRE** | ☐ $395.50 (Full day) ☐ $263.00 ( ½ day) |
| | ☐ **COMMUNITY HALL** | ☐ $658.50 (Full day) ☐ $395.50 (½ day) |
| **ABOVE PRICES FOR ACCOMMODATION ARE NIGHTLY RATES INCLUDING GST* | | |

## DATES

**CHECK IN DATE:**_____ **CHECK OUT DATE:** _____

**CHECK IN TIME:**_____ **CHECK OUT TIME:** _____

| | |
|---|---|
| **TOTAL NUMBER OF DAYS / NIGHT REQUIRED:** | |

## INVOICE

| | |
|---|---|
| **TOTAL AMOUNT TO BE INVOICED:**<br>***PROVIDED NO ADDITIONAL CHARGES WERE INCURRED*** | |

## ROOM / ACCOMMODATION TERMS OF USE

At any time and with immediate effect, the Council reserves the right to:

- Cancel the registration of any accommodation or bookings.
- Give notice to any guests to vacate accommodation or rooms.

The Council endeavours to make reasonable effort to ensure the accommodation is safe and secure; however the Council accepts no responsibility and no liability for the safety and security of any person or their possessions.

The person who is named on the booking form above remains the sole contact person for communications with the Council. The Council is not responsible if the chosen accommodation does not “meet” the expected style required. Please contact us if you have any queries. The Council is not responsible for any failure of utilities, essential services and appliances. Please report any failures to the Council as soon as possible and every attempt will be made to contact the appropriate authorities or organise repairs. However, immediate repair may be beyond our control. No refund or discount will be deducted from tariffs for unusable appliances awaiting repair.

Noise complaints: Only one warning will be issued. Any further complaints will result in immediate eviction from the premises with no refund.

## CANCELLATIONS

Notice of cancellation received within 3 business days of check-in, will incur a 100% cancellation fee for all nights that fall within the 3 business day period.

## DAMAGED OR MISSING PROPERTY

- Please notify the Council immediately of any loss or damage to property, including keys.
- A fee will be payable for lost keys. Locksmith's fees will also be charged directly to you.
- If property linked to the accommodation is damaged, lost or taken during your stay, the Council reserves the right to charge you the reasonable cost of repair or replacement of that property.

## ADDITIONAL COSTS

The Council reserves the right to send you an invoice, for any amounts outstanding or any extra charges for cleaning, extra packages, additional guests, lost keys, call-outs, repairs or damage to property or the property itself. If an invoice is issued to you under these circumstances payment is strictly 7 days net. In the event of non-payment, the matter will be immediately referred to a debt collection agency and additional fees charged by the agency will be added to your invoice.

## DECLARATION

**I have read and understood the above terms and conditions and agree to pay any additional costs incurred for failure to comply with the Terms of Use. I declare that the information provided by me on this form is complete, true and correct in every detail. I understand that I may be prosecuted if I have stated anything on this form that is false or misleading. I consent to the Lockhart River Aboriginal Shire Council to invoice me or the organisation listed above for all fees and charges incurred during my stay and/or hire of Council facilities / rooms.**

SIGNATURE: _____

NAME: _____

ORGANISATION: _____

DATE: _____