



ILLAWARRA ALPINE CLUB LIMITED 2008

BOOKING RULES

- 1) Bookings for Members (who are financial, ie all subscriptions to date paid in full) open on 1st March each year.
This means that all bookings received up to 11:59pm March 1st each year carries the same preferential weight.
- 2) Bookings open for Guests of members on 1st April each year.
Unless otherwise notified by current booking officer, guest bookings always need to be made by the referring member, preferably through the online booking system.
- 3) Bookings can be made by Australia Post Mail, Online Bookings (through the website) or by Telephone on 0424 61 7707. Further details are available on the booking rates page of the website.
- 4) Confirmation of bookings need to be made by:
 - a) paying deposit of 25% (If the total booking is equal to, or less than \$100, the full amount shall be paid) within 7 days of the booking being made (or the booking can be offered to the next booking on the waiting list), and
 - b) balance being paid 14 days prior to arrival, unless other arrangements have been made with the current serving booking officer. A surcharge of 10% can be charged or loss of the booking if the member or guest fails to meet payment terms.
 - c) Payments made by Direct bank deposit or Internet banking must show your surname in the reference or description field available to you at the time of transfer. Failure to do so may result in delays confirming your booking request.
- 5) Rates are as per those published on our website <http://www.iacski.com/rates.htm> and in the first edition of Cold Facts each year.
- 6) The lodge caters for bookings strictly of no more than 32 (with the limited exception for children under 5 years). In the event of excess bookings preference will be given to weekly bookings except on designated Race weekends. Further conflicts relating to overbooking will be resolved by the committee. Applications in writing only addressed to the committee (by post or email) can be made regarding any issues pertaining to bookings.
- 7) Bookings are made on a per night basis and are effective from 2pm to 2pm.
- 8) ARRIVAL TIME is 2pm. Rate per night includes Dinner on day of arrival, with Breakfast and Lunch on day of departure.
- 9) Should cancellations occur, bookings will be offered to those on the waiting list in order of receipt of booking.
- 10) Minimum age for winter bookings is three (3) years, except for Toddlers week, which is decided by committee each year.
- 11) Any child unaccompanied by a parent or guardian must nominate a person resident in the Lodge to be responsible. This resident must also be in agreement to act as guardian. A **Parental Consent Form** must be completed and submitted to the booking officer prior to the stay. The parent/guardian must supply a signed authorisation for any medical assistance if this becomes necessary, and include a Medicare card (or number) and an emergency contact number.
- 12) A receipt for any monies received, with advice as to whether the application has been successful will be mailed or emailed (based on the method used to make the booking).
- 13) Lodge residents shall at all times occupy the bunk room allocated by the Booking Officer, unless for good reason the Hut Captain may decide otherwise after advising the Booking Officer. Residents at the Lodge desirous of extending their stay, should a vacancy occur, must contact the Booking Officer, and if successful, inform the management team, and pay them the applicable amount.
- 14) The Booking Officer, whilst bound by these rules, has a discretionary power to decide any borderline issue and shall report to the Committee when such action has been taken.
- 15) During the PEAK period, a GUEST booking for a RACING WEEKEND ONLY, will not be confirmed until 4 weeks prior to that weekend.
- 16) Members with TEENAGERS, who are full-time SECONDARY students, may pay the appropriate child rate.
- 17) Bunkrooms must be clean and tidy with rubbish removed and floor vacuumed before vacating by 2pm on day of departure
- 18) Casual meals - AT LEAST 24 hours notice to Managers - Prices (adults and children) Breakfast \$10 - Lunch (\$5 Members) \$15 Guests - Dinner \$20
- 19) All intending guests of members must become an Associate Member of the Club. This happens automatically as a temporary membership fee is incorporated into the guest rate.
- 20) Each guest must be proposed by a financial Member of the Club, who shall inform their nominee of the rules of the Club and the obligations expected from the Associate Member.
- 21) At the discretion of the Booking Officer, an Associate member may be permitted to stay in the Lodge unaccompanied by their referee, however arrangements must be made for another Member, resident in the Lodge, to be responsible for the Associate Member.

CANCELLATION OF BOOKINGS

- 1) If booking is cancelled more than 4 weeks prior to arrival date, the deposit will be automatically refunded, or if requested, used on another booking as a deposit or balance.
- 2) If booking is cancelled between 4 weeks and 2 weeks prior to arrival date the deposit is forfeited if the beds cannot be filled.
- 3) If booking is cancelled less than 2 weeks prior to arrival date, the DEPOSIT and BALANCE are forfeited unless the beds can be filled. Application for a refund may be made in writing to the Committee for consideration, giving reason for application.

See Page 2 for

ADDITIONAL CONDITIONS FOR SUMMER BOOKINGS

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- 22) Summer Booking Rates and periods shall be determined by the Committee each year.
- 23) Usually the period will extend from one (1) week after the official winter closing date until the weekend before the winter food stocks have been delivered to the Lodge.
- 24) At least one Member shall be in residence during the booking period.
- 25) All applications for a Summer Booking must be accompanied by the total amount due.
- 26) Summer bookings are self-catering, although any 'Lodge' food may be used, provided that an estimated cost of the same will be forwarded to the Booking Officer at the end of the visit, also including the cost of any phone calls made whilst in residence.
- 27) Club linen must not be used during the summer period. Blankets and pillows are provided.
- 28) Upon receipt of a Summer Booking the Booking officer will forward the Member a detailed list of rules and procedures to be followed during the visit.