



## Group Accommodation Agreement

**Event Name/Group:** NORTH CRONULLA  
**Group Reference:** 306248

**Event Start Date:** 31/03/2014

**Issued To:** Craig Mckinnier  
North Cronulla SLSC  
Telephone: +61 2 9523 5846  
Email: president@northcronullasurfclub.com

We trust that the arrangements detailed within this Event Booking Agreement meet with your approval. Should you wish to make any adjustments to the arrangements or conditions listed herein, please let us know, and we will be more than happy to discuss these with you.

### Section 1 – GUEST ACCOMMODATION

(AU01) RENDEZVOUS GRAND HOTEL PERTH										
ROOM TYPE	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	31/03/14		01/04/14		02/04/14		03/04/14		04/04/14	
Superior Room with 1 x King Bed										
Occ1	33	\$300.00	33	\$300.00	33	\$300.00	33	\$300.00	33	\$300.00
Deluxe King with 1 x King Bed										
Occ1	4	\$345.00	4	\$345.00	4	\$345.00	4	\$345.00	4	\$345.00
Total	37		37		37		37		37	
ROOM TYPE	SATURDAY				SUNDAY					
	05/04/14				06/04/14					
Superior Room with 1 x King Bed										
Occ1			33	\$300.00				33	\$300.00	
Deluxe King with 1 x King Bed										
Occ1			4	\$345.00				4	\$345.00	
Total			37					37		

**TOTAL ESTIMATED CHARGES**

**To be confirmed**

#### RATE INCLUSIONS

- Rate noted above is room only.
- 10 x Rollaway Beds are available for hire for \$40.00 per bed per night
- Value Promise (see below)
- Full use of the gym and swimming pool



The RHG **Value Promise** which is available at all Rendezvous Hotels represents our commitment to providing guests with value priced services and products and includes:

- Free internet (256kb/s)
- Free local telephone calls and low cost long distance calls
- Low cost mini bar drinks and food
- Low cost laundry pricing
- No surcharge for use of credit cards and no weekend or public holiday surcharges when you drink or dine with us.

**ADDITIONAL ITEMS**

DESCRIPTION	GUESTS	RATE	TOTAL
Mini bar removal		\$10.00 per room	
Guest portorage		\$4.50 per guest, each way	

Please note if you would like to utilise any of the above options.

**Section 2 - CHARGES**

**TOTAL ESTIMATED ACCOMMODATION CHARGES:**

**To be confirmed**

**Section 3 - DEPOSIT/PAYMENT SCHEDULE**

**TOTAL ESTIMATED CHARGES:**

To be confirmed

<i>DESCRIPTION</i>	<i>DUE DATE</i>	<i>DUE AMOUNT</i>
Initial Deposit 25%	19 <sup>th</sup> December 2013	To be confirmed
Balance of Estimated Charges	30 <sup>th</sup> January, 2014	To be confirmed

The above payments are subject to change if booking details change.  
Full payment of estimated event charges is required no less than 60 days prior to the arrival date – See Section 7



## **Section 4 – TERMS AND CONDITIONS**

### **BOOKING CONDITIONS**

The Client is asked to read carefully all the provisions of the Contract concerning their group, to initial every page, complete and sign Section 5, Section 6 and Section 7 and return the entire Contract to the Hotel before the expiration of the validity of the offer. The Contract must be duly dated and signed by the Client and returned with the required payment(s) (see deposit schedule) for the Contract to be registered and the requested reservations made by the Client to be confirmed. If the Hotel accepts a change prior to the Contract being signed by both parties and receipt of first deposit, a new Contract offer will be drawn up which will cancel the previous offer. Any changes to provisions of the Contract after its signature will not be effective until a rider has been drawn up and signed by both parties, of which the main Contract is an integral part. Please note that the allocation of the Conference and Banquet rooms depends on the number of guests listed in this Contract. The Hotel reserves the right to change the initial allocation of these rooms, on condition that this does not affect the proper course of the function organised by the Client.

### **ENTIRE AGREEMENT**

Subject to amendments these Terms & Conditions will constitute the entire agreement of both parties and supersede all prior discussions, negotiations and agreements in relation to the group.

### **CONFIRMATION OF BOOKING**

Bookings are not confirmed until a copy of the group accommodation agreement is completed and returned to the hotel along with payment of the initial deposit (see Section 3) and acknowledgement of receipt and processing has been issued from the hotel.

### **ACCOMMODATION POSTPONEMENT**

Postponement of guest accommodation is considered a cancellation. Applicable cancellation fees and charges will apply as per those detailed in this agreement.

### **CANCELLATION**

Any form of entertainment or outside services retained by the Hotel on the Client's instruction may incur a full charge for the services retained, regardless of when the services were cancelled.

If the Client chooses to cancel the entire group, they must inform the Hotel in writing. The sums due by the Client for a complete cancellation shall then be immediately payable.

Should you have any special account instructions regarding billing items please contact the undersigned so arrangements can be made.

### **FORCE MAJEURE**

Neither party may be held accountable for any act, omission or circumstance due to an event beyond their control which that party could not have avoided with a reasonable effort, providing it advises the other party in detail and in writing, as soon as possible after the occurrence of the said event, and that it takes reasonable steps to remedy the situation quickly and remove the cause of those acts, omissions or circumstances.

These acts, omissions or circumstances shall include but not be limited to:

- War, declared or undeclared, revolution or action taken by public enemies; riots or civil disturbances; strikes, lock outs or work stoppage affecting all or part of the Hotel staff; acts of nature; fire, floods, storms; constraints imposed by any government or public authority; or any other cause that is reasonably beyond the control of one of the other party.
- The duty to remedy any one of these causes quickly in no way includes the duty to end strikes or industrial conflict by accepting the demands of the other party or parties.

### **ACCOMMODATION**

Release of Accommodation

- **MORE THAN 90 DAYS PRIOR TO ARRIVAL:** All rooms may be cancelled without any penalty being incurred
- **BETWEEN 61 AND 90 DAYS PRIOR TO ARRIVAL:** Up to 60% of all accommodation may be cancelled without
- **LESS THAN 60 DAYS PRIOR TO ARRIVAL: No cancellations permitted. All cancellations will incur a fee equal to 100% of the total charges for all cancelled rooms.**
- **NON ARRIVAL:** Guests with valid reservations who do not arrive on the booked date will be considered as Non-Arrivals and the applicable room will be charged a 100% cancellation fee for all nights reserved. If the guest does not arrive by 11:00am on the following day, the room will be released for the entire length of stay.



### **Rooming Lists**

Please supply a final rooming list fourteen (14) days prior to the first day of the arrival date.

Final rooming list should comprise the following information:

- Name of guest (please underline surname or family name) and name of sharing guest where applicable
- Date of check-in with arrival transport details
- Date of check-out with departure transport details
- Room category
- Billing instruction of each guest
- Credit card details as guarantee of room reservation or provide a one-night room deposit

Please note accommodation rates, unless specified in Section 1, are variable and will fluctuate with market demand. On occasions of high occupancy or predicted nights of high demand such as those that occur when large public events are hosted within the city, the hotel reserves the right to enforce a minimum stay requirement.

### **Rates**

- All rates within the contract are inclusive of 10% GST and quoted in Australian Dollars.
- Accommodation and Day Delegate rates are commissionable at 10% to bono fide PCO's and travel agents.
- Accommodation rates are based on Single, Twin or Double Occupancy.
- Maximum guest room occupancy is 3 Adults or 2 Adults + 1 Child.

### **GENERAL INFORMATION & POLICIES**

#### **Check in/Check out**

While every effort will be made to have your rooms ready as soon as possible, normal check-in time is from 1400 hours. Check-out time is 1100 hours.

Should your conference have any special requests for check-in or check-out, we are happy to discuss these details with you.

#### **Group Transfers**

Please advise the hotel of your group transport arrangements with details pertaining to: name of transport company; arrival and departure patterns and number of people.

#### **Group Luggage**

Please arrange for all delegates to clearly label their luggage by guest and group name. This will facilitate a more efficient and accurate process for luggage delivery to guestrooms.

#### **Outside Contractors**

All plans must be approved by the sales department not less than 14 days prior to the event/conference. The outside contractors must liaise with the Conference Sales Department in all matters of delivery, set-up and break down in accordance with the Hotel's occupational health and safety code and indemnify the Hotel against any liability or injury arising from the contracted event.

#### **Additional Services**

The Hotel will be pleased to arrange a variety of additional services upon request, such as entertainment, technical equipment, etc. A charge may be incurred for some services. If the function is cancelled, such service charges are the responsibility of and payable by the client.

#### **Signage**

In public areas of Hotel, signage should be kept to a minimum and must have prior approval by the Hotel's management.

#### **Advertising**

Prior permission is required to use the Hotel's name and/or logo in print, and/or audio-visual display. All proposed artwork must be approved by the Hotel prior to publication.

#### **Conduct**

It is the organiser's responsibility to ensure all their guests behave in an orderly manner during their stay. The Hotel reserves the right to remove any guests from the premises if they behave in a manner unreasonable or potentially disruptive towards the wellbeing of the other guests and staff members.



**Responsibility**

Should the Hotel be unable to provide the facilities reserved due to circumstances beyond our control, no further claim other than the entitlement to a full refund of any deposits paid may be made. The Hotel will endeavour to provide the organiser with reasonable notice.

**Commission**

The appointed Agent must claim all commission claims in relation to this contract within 90 days after the last day of the event. If such claim for commission is not made, the agent acknowledges that it has forfeited the right of claim for commission. The bona fide travel agent must claim for commission by way of tax invoice and if requested, supply evidence of correspondence between the hotel and itself in specific relation to this event prior to the issuing of the first contract by the hotel.

**Loss or Damage**

The Hotel will endeavour to take all possible care but accepts no responsibility for damage or loss of equipment, merchandise or other property left on the premises. The Hotel recommends that guests carry their personable valuables at all times and suggests that the organiser/client arrange an independent insurance policy to cover such damages and/or losses. It is also the responsibility of the organiser/client to provide Personal Insurance Cover for their employees or contractors.

The Organiser is financially responsible for any damage sustained, or loss incurred, to the Hotel's property, carpet, fixtures or fittings, whether through their own action or the action of their guests, appointed agents, contractors or sub-contractors. The Organiser is to ensure that nothing is nailed, screwed, stapled, pinned or adhered to any wall, door, ceiling, furnishing or other surfaces or part of the Hotel.

**Payment**

The client shall pay the balance or full amount contracted for the group 60 days prior to arrival unless prior credit facilities have been established at the hotel. A new credit application may not be approved for groups confirmed less than 60 days prior to arrival. Alternatively, payment can be made by company credit card including all major credit cards, company cheque/s, cash or direct debits. Where the hotel has granted credit, all accounts must be settled 14 days after the departure date.

Companies or Associations accept responsibility where their delegates fail to pay for sundry delegate charges and where necessary may be sent to the company or association to be honoured within 14 days of departure.