



## minnamurra boatshed retreat

### Terms and Conditions

Please read, sign and return this page with payment to confirm your booking.

**PLEASE NOTE:** Your reservation is not considered confirmed until we receive your credit card payment, bank or personal cheque, (allow for clearance) **and** the returned and signed terms & conditions form. Please make cheque payable to Ray White Kiama.

Please fax or post to:

**Attention: Michele Lay**  
**Ray White Kiama**  
**56 Terralong St**  
**Kiama NSW 2533**

**Ph: 02 42323300 0409461756**

**Fax: 02 42323355**

**Bookings and Cancellations:** At the time of booking a holding deposit of 50% of the total value of your accommodation is required, with the balance due 4 weeks prior to your stay. If it is necessary to cancel within 4 weeks of the date of arrival, no refund will be given. Outside 4 weeks a refund less administration costs (approx AUD \$150.00) will be given. Part cancellation of the booking will not be accepted. Ray White reserves the right to cancel at any time without notice only in the event of special circumstances arising with the property. In this case you will receive a full refund and help to secure alternate accommodation.

#### **Payment Method and Bond:**

A pre authorisation of your credit card for \$800 will act as a bond. The bond is designed to cover any additional costs incurred, including breakage, damage or excess cleaning requirements. Ray White reserves the right to make further deductions to cover any additional expenses incurred. You will be notified by phone if deductions from the bond are to be incurred. To ensure you are not held accountable please report any breakages or missing items on the first evening of your stay.

**Check-In and Check- Out:** Check-in is from 3pm and check-out is 10am, or as per agreement with Property Manager. Weekend bookings can be extended to 3pm on Sunday afternoon by arrangement with Property Manager. We will endeavour to extend these times wherever bookings allow.

To maintain a good standard for our guests we require certain conditions to be complied with. We appreciate most will respect our property but the occasional abuse requires that we state the following:

**Housekeeping and Garbage Removal:** A weekly cleaning service is carried out for stays of more than 7 days. Extra services can be arranged for an additional fee. We kindly ask that you leave the house in a similar state to its condition on arrival, the fridge cleared out and all rubbish removed from the house and placed into bin provided. Please use recycling bin where appropriate. Excess garbage is the responsibility of guests and may incur an additional fee. (\$33.00 per hour plus tipping fees) Please ensure that all furniture (indoor/outdoor) and household items are in their original position before you vacate the property.

**Keys:** The Property Manager will meet you on site, therefore an arrival time is required. Please note lost keys/replacement locks will be charged to your credit card/bond.

**Smoking and Pets:** The minnamurra boatshed retreat is strictly a non-smoking residence. Pets are not permitted on the premises.

**Loss, Damage or Injury:** Guests should report damage or breakages and are responsible for loss or damage of property belonging to them and for damage or loss of property belonging to Minnamurra Boatshed Retreat during their stay. Personal injury is the responsibility of guests.

**Parties and Behaviour:** The house is for the stated number of registered guests only, maximum 6 people. Breaches may result in an extra fee, loss of bond or eviction. Parties are not permitted. If your behaviour or that of your guests causes distress, damage, danger or annoyance we reserve the right to ask you to vacate the property immediately. Under these circumstances there would be no refund paid. All neighbours have the after hours numbers of Ray White staff in the area. **Please advise the property manager if you will be having any guests visit during your stay.**

**Your Signature Confirms:** That you have read, agree and accept the terms as stated above and allow Ray White Kiama to debit the full amount of your accommodation from your credit card or alternatively provide a money order, personal or bank cheque .We accept Visa and Mastercard. Please note that credit card payments will attract a 3% fee. The credit card used for payment must be in the name of the registered guest. In the case of cheque, confirmation will be on bank clearance of that cheque.  
Direct deposit is also possible. Account details are;  
082-662 57-790-5285 (Property Images Pty Ltd Property Management Trust Account)

<b>Name:</b>		
<b>Home Address:</b>		<b>Email:</b>
<b>Home Phone:</b>		<b>Mobile Number:</b>
<b>Number of Guests:</b> ..... Adults    ..... Children		
<b>Tariff:</b>	<b>Duration of Stay:</b>	<b>(nights)</b>
<b>Date of Stay:</b>		
<b>Car Registration:</b>		<b>Drivers Licence No:</b>
<b>Emergency Contact:</b>		
<b>Method of Payment/Credit Card Details:</b>		
<b>Name on Card:</b>		
<b>Expiry Date:</b>		
<b>Signature:</b>		

