

- 5.4 Week bookings are from noon Sunday to 10am the following Sunday. Part week bookings will be charged at the daily rate and may not be confirmed until 7 days prior to the start of the booking.
- 5.5 Booking applications can only be made to the Booking Officer and must be made on the form provided by the club, and received through the appropriate postal address
- 5.6 Visitors must be recommended by a member or affiliate. The recommending member or affiliate signing a visitor's form accepts responsibility for the behaviour of each person listed on the form and guarantees the visitor will abide by the club rules, and has been made aware of cancellation procedures and penalties The Board reserves the right to accept or refuse visitor bookings.
- 5.7 In cases where visitors are not accompanied by the member during their stay in the Lodge, the Board reserves the right to either refuse, or cancel the booking.
- 5.8 Age limit. No person under eighteen years of age will be allowed to stay at the Lodge unless accompanied by an adult eligible to make an accommodation booking, or unless special permission is granted by the Board.

6. BOOKING AND PRIORITY DATES

- 6.1 Winter Season 2009 Priority date 20th March. Bookings will be accepted from 1st February 2008. To have a winter booking considered as a priority booking, please return a completed form with **full payment by 5pm on 20th March 2009.** Bookings received by 20th March 2009 will be allocated in order of priority as detailed below (Rule 7). All other winter bookings will be allocated in order of receipt after 20th March.
- 6.2 Summer Season 2009-2010. Priority date 2nd October. Bookings will be accepted from 1st September 2009. If you wish to have a summer booking considered in the priority period please return a completed form with full payment by 5pm on 2nd October 2009. Bookings received by 2nd October 2009 will be allocated in order of priority as detailed below (Rule 7). All other summer bookings will be allocated in order of receipt after 1st October.
- 6.3 **Members & affiliates must be financial at the date of receipt for priority to be considered.**

7. ORDER OF ALLOCATION OF ACCOMMODATION

- 7.1 Requests for accommodation received during the priority allocation period will be dealt with in the following priority:
- Group 1. Members first booking request, one week maximum.
 - Group 2. Members other bookings
 - Group 3. Affiliate (member's family list) first booking request, one week maximum.
 - Group 4. Affiliate member's other bookings.

Group 1 and 2 will be one of the following combinations:

Members only

Member plus spouse or one guest (sharing a room)

Member plus spouse or one guest and member's dependent children

Member plus member's dependent children

Spouse of member

Spouse of member, plus member's dependent children

Group 3 and 4. Priority applies only to the affiliate, and not to his/her spouse, children or guests.

- 7.2 All other bookings will be allocated in order of receipt after the close of the priority period.
- 7.3 Where there are more applications than accommodation available in any week, a ballot system will apply.
- 7.4 Applicants missing out on their first choice will be accommodated in a week of their alternate choice if room permits.

- 7.5 Members who are unsuccessful, **as a result of a ballot**, in obtaining accommodation during the priority allocation period will be given priority for themselves, plus spouse or one guest and dependent children under eighteen for the following year.
- 7.6 Visitors and affiliates listed on a member's booking application **will not** receive member's priority.
Similarly, visitors listed on an affiliate's bookings **will not** receive priority.

8. CANCELLATIONS

- 8.1. Notify the Booking Officer of a cancellation at the earliest possible time so that the booking can be offered to others. Phone numbers for the respective booking officer are listed on page 1 of this document.
- 8.2 All cancellations must be confirmed in writing to D.Paterson, 23 Haig St Belmont, 2280 (winter up to 12th April) thereafter to G.McCulloch, 63 Elizabeth St, Floraville, 2280 (from 12th April on) or to the summer booking officer, Bob Towers, P O Box 8071 Marks Point, NSW 2280.
- 8.3 All cancellations will incur a minimum administrative fee of \$10.00 per booking.
- 8.4 Winter cancellation charges
- 8.4.1 Cancellation before 10th May - \$10.00
- 8.4.2 Cancellation on or after 10th May are subject to the following charges:
- a. Cancellation more than four weeks before the start of booked accommodation, 25% of the booking fee, unless booking is re-allocated
 - b. Cancellation 4 weeks or less from start of booked accommodation, NO REFUND unless the booking is re-allocated, in which case the charge will be 25% of the booking fee.
- 8.5 Summer cancellation charges
- 8.5.1 Cancellation 8 weeks before the start of booked accommodation - \$10.00
- 8.5.2 Cancellation more than four weeks but less than eight weeks before the start of booked accommodation, 25% of the booking fee unless re-allocated.
- 8.5.3 Cancellation four weeks or less from the start of booked accommodation, NO REFUND unless the booking is re-allocated, in which case the charge will be 25% of the booking fee.
- 8.6 Written application may be made to the Board for a full refund of accommodation fees if exceptional circumstances have caused the cancellation.
- 8.7 All refunds are at the Board's discretion.
- 8.8 Bookings are **not transferable** without the approval of the booking officer. (make sure your guests are aware of this please)

9. **DOORSTOP BOOKINGS.** Where accommodation is made available at the Lodge, **the booking officer must be consulted before acceptance.** A special charge of \$40.00 in winter, and \$20.00 in summer may be levied in addition to the normal rate. Accommodation charges under these circumstances are payable to the Lodge Captain. Accommodation provided under these circumstances is **NOT encouraged** by the Board and will only be permitted in exceptional circumstances, *after approval from the booking officer.*

10. LODGE RULES

- 10.1 **NO SMOKING.** Smoking is not permitted in the Lodge. Please abide by this rule and make any visitor for whom you are responsible aware of this rule before booking. Infringements will jeopardise future bookings.
- 10.2 **CLEANING DUTIES.** All guests (members and visitors) are expected to carry out their rostered cleaning duties whilst staying at the Lodge.
- 10.3 **FIREARMS AND HOUSEHOLDS PETS** are not permitted at the Lodge.