

Adelaide Inn
- Group Bookings Details -

Contact Information

Business name:	Contact person:
Email:	Phone:
Group name:	Group type:
Arrival Date	Departure Date:

Accommodation

Room quantity:	Number of guests:
Package/s:	
Gross rates:	
Deposit amount:	Deposit payment - due date:
Final amount:	Final payment - due date:

Please do not hesitate to contact our Assistant Front Office Manager

Chloe Howarth

with any queries or concerns regarding your Group Booking:

Chloe@adelaideinn.com.au

08 8267 5066

Reception Hours

Our reception team is available to assist you from 8am to 8pm.

Check In: 2pm to 8pm | Check Out: 10am

Public Holiday Reception Hours: 8am to 6pm

Winter Reception hours: 9am to 7pm

Breakfast

Monday to Friday: 7am to 9:00am

Sat, Sun & Public Holidays: 7am to 10am

Winter Sat & Sun: 7am to 9:30am

Adelaide Inn

– Group Bookings Terms & Conditions –

Deposits & Payments

Please carefully read the Adelaide Inn's Terms and Conditions:

Deposit / Final Payment

Unless Chargeback facilities have been authorised and confirmed prior to arrival, an advance deposit is required, along with signed Terms & Conditions, within 4 weeks of the initial booking confirmation.

Any bookings confirmed with a scheduled arrival within an 8-week period are required to provide both the deposit and signed Terms & Conditions within 2 weeks of the initial booking confirmation date.

Any bookings confirmed with a scheduled arrival within a 4-week period, are required to provide both the full payment and signed Terms & Conditions within 2 weeks of your arrival date.

Until deposits have been received or your booking guaranteed through Chargeback facilities along with the receiving of signed T&C's, Adelaide Inn holds the right to reduce and or alter group rooming blocks at its own discretion.

Final Payment is required 2 weeks prior to arrival date, unless otherwise agreed in writing. Failure to make final payment may result in the cancellation of the group and forfeit of any deposits made, see below cancellation policy.

Commissions

Full balance of the booking is to be paid in full, if the booking is commissionable, please invoice the commission statement/invoice to ian.chow@adelaideinn.com.au for commissions to be paid.

Payment Details

Adelaide Inn Banking Details

Bank name: **Westpac**

Account Name: **Antigo PTY LTD Bank Account**

BSB: **035 - 047**

Account Number: **120 210**

Deposit Payment Method

Visa / Mastercard/ Amex	Bank Transfer	Prearranged Chargeback	Cash
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Final Payment Method

Visa / Mastercard/ Amex	Bank Transfer	Prearranged Chargeback	Cash
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Credit Card Details

Card Holder Name:

Card Number:

Expiry:

CCV:

Card Holder Signature:

Signature Date:

Deposit amount:

Rooming Lists, Guest Numbers & Release Periods

Updated numbers and rooming list are required 14 days prior to arrival date, with final rooming list and numbers required 7 days prior to arrival date. Any unconfirmed rooms will be automatically released back to the Adelaide Inn prior to arrival date.

Accommodation Cancellation Policy

The following cancellation policy applies to all accommodation bookings: Any cancellations made within 72 hours of the arrival date will result in the first nights' accommodation charged for each room cancelled. The cancellation of the entire group 7 days prior to the arrival date will result in the initial deposit being forfeited or as aforementioned, the first night's accommodation charged for each group room.

Government Charges

All rates are inclusive of GST and may alter at any time due to changes to, or imposition of, government charges, taxes, or levies.

Liability

The person and organisation stated, as the Company/Client shall be liable in full for all costs and charges incurred as a result of the agreed booking. Room incidentals, room service or phone calls will be the responsibility of the Company/Client unless otherwise advised.

Insurance

Although all reasonable care will be taken, the Adelaide Inn cannot accept responsibility for property loss or damage during the groups stay. The client will be financially responsible for any theft or damage sustained to the Adelaide Inn, which has been caused by their guests during the period of their stay.

Unforeseen Circumstances

In the event of inability to comply with any of the provisions of this contract, by virtue of any cessation or interruption of electrical or gas supplies, industrial disputes, plant or equipment failure, unavailability of foodstuffs, or other unforeseen contingency or accident, the Adelaide Inn reserves the right to cancel reservations at any time.

Adelaide Inn
- Policy Acknowledgement & Agreement -

Adelaide Inn prides itself on promoting and providing a quiet, relaxed environment for all its guests. As such, it is the policy of the property to have zero tolerance with regards to the holding of parties in guest rooms, inviting multiple unregistered guests within the property who may or are causing unrest towards other registered guests through unruly and noisy behaviour along with any unruly behaviour of the registered guests in general.

Any breach of these policies may and will result in the immediate eviction of the guest/s and the forfeit of any security deposit or monies paid in advance for services provided by Adelaide Inn.

By signing these Terms & Conditions, I/we acknowledge that I/we have understood these policies and fully understand that this document serves as a first and only warning regarding the above-stated policies and any breach of the policies will result in the above-stated actions to be undertaken by Adelaide Inn.

Adelaide Inn reserves the right to request and hold a security bond of a prior agreed amount and will refund that amount upon departure and the full successful abiding of the policy.

Acceptance is hereby given to the Terms and Conditions stated in the above contract.

For and on behalf of Adelaide Inn

Name: Chloe Howarth

Position: Assistant Front Office Manager

Signature:

Date:

For and on behalf of Booking Group

Group / Company name:

Name:

Position:

Signature:

Date: