

Conferences & Events

Booking Form | 2024 AANZPA Conference

Personal Details

Title:	
First name:	
Surname:	
Gender:	
Postal address:	
Mobile number:	
Email address:	

Booking Details

Please contact The Women's College to confirm room availability prior to booking because availability is limited.

Arrival date:	
Arrival time (check-in time is from 12:00 pm):	
Departure date:	
Departure time (check-out time is before 10:00 am):	
Total number of nights:	

Room Selection

Please select preferred room selection from the available options below.

Room	Per night (accommodation only)
Fully self-contained apartment (single use)	<input type="checkbox"/> \$130.00
Fully self-contained apartment (twin share)	<input type="checkbox"/> \$170.00
Double room with private ensuite (twin share)	<input type="checkbox"/> \$135.00
Single study bedroom, shared facilities	<input type="checkbox"/> \$85.00
Single study bedroom, shared ensuite	<input type="checkbox"/> \$95.00
Single study bedroom, private ensuite	<input type="checkbox"/> \$105.00

Payment Details

Please note the following:

- A booking fee of \$20.00 per booking applies to all bookings
- All quoted rates include GST
- All linen is supplied
- Check-in is from 12:00 pm midday and check-out is by 10:00 am
- If your arrival is scheduled for after 11:00 pm, you must contact the College office so that arrangements can be made

Your accommodation booking will be held tentatively until full payment has been made within seven (7) days. Once payment has been received, the booking will be confirmed. The College reserves the right to rebook the room should payment not be received within the allocated time.

Once availability is confirmed, you will receive an email containing an invoice with a payment link and/or bank account details for a direct debit payment.

Bookings are not confirmed until payment has been received. The College reserves the right to rebook the room should the payment not be received within the allocated time.

Booking Agreement

Requester

Name:	
Signature:	
Date of signing:	

The Women's College

Name:	
Role:	
Signature:	
Date of signing:	

Please see next page for Accommodation Terms & Conditions.

Accommodation Terms & Conditions

Tentative Booking

The Women's College accommodation booking will be held tentatively until 10% payment has been made within seven (7) days. Once payment has been received the booking will be confirmed. The College reserves the right to rebook the room should payment not be received within the allocated time.

Check-In and Check-out

Check-in time is midday 12:00pm. The name of the booking (or nominee) must be the person checking in. Standard check-out time is 10:00 am. Late checkouts are available upon request. Please contact reception to check availability.

Late Arrivals

Our reception desk is open until 11:00pm. Any guests arriving outside reception hours (after 11:00 pm) must contact the College office on (07) 3377 4500 so arrangements can be made.

Room Key (Fobs)

- Room keys (fobs) are issued to the registered guest(s) on arrival.
- On check-out you must return to the College all keys (fobs) to your room and/or building that have been issued to you, otherwise you must pay the cost of replacing these security devices and the reconfiguration of the lock system (as required), determined by the College acting reasonably.
- Early or late check-out: Please return the fob into the chute, which is allocated on the left-hand side wall of the Reception Desk.
- If the key (fob) has been lost or requires replacement, a fee of \$20.00 will be required.

Mealtimes

All meals are served in the Dining Hall. All meals except Formal Dinner are casual. No sleepwear is allowed, and footwear must be worn at all times.

- Breakfast: 7:00am to 9:00am, Monday to Saturday
- Lunch: 12:15pm to 2:00pm, Monday to Saturday
- Dinner: 5:00pm to 6:30pm, Monday to Saturday
- Brunch: 7:00am to 2:00pm, Sunday

Child Policy

Children of all ages are welcome. As the parents, guardians or chaperones of children, you are personally and legally responsible for and must supervise them at all times. For safety reasons, please do not leave children unattended in guest rooms or allow them to roam the College unsupervised. Children sleep free on existing bedding, within the maximum allowed guests per room. If a mattress bed is required, a charge of \$30.00 will apply. A portable cot will incur a fee of \$20.00. Ages of children will be determined from the date at which accommodation commenced. Children and infants may not stay in any room without an adult.

Unaccompanied Minors

All guests under the age of 18 must be accompanied by a parent /guardian. The property has the right to refuse any booking, when the legal guardian over 18 cannot provide current photo ID, when requested on check-in.

Additional Bedding

A limited number of mattress beds and portable cots are available upon request. Availability is on a first come, first served basis. The charge is \$30.00 each per night for a mattress and \$20.00 each per night for a porta-cot. Maximum capacity of porta-cot or rollaway bed is one (1) per room. Please note rollaway beds are not permitted in a grand king room. For safety reasons pillows are not provided for porta-cots.

Damage to Mattress and Bedding

Damage to mattresses and linen, including towels, mattress protectors, sheets, bedspreads or blankets resulting from the use of body oils, make-up, shoe-polish, etc, will result in a charge for the special cleaning, repair, or replacement of the damaged article.

Housekeeping

Housekeeping provides all linen and towels between the hours of 9:00am to 2:00pm. Housekeeping may start as early as 8:00am. Rooms are cleaned once a week; guests receive fresh towels every second day for guests who stay more than two (2) nights at a time.

Terms & Conditions continue next page.

Terms & Conditions continued from previous page.

Fire Safety

The College is fully equipped with smoke detectors. Fire safety information is available in the guest room compendium, and emergency evacuation plans are on the back of door in each guest room. Please take the time to review this important information. Due to fire regulations, Management must be aware of the number of guests in rooms. Should the Fire Alarm be activated, the cost of Emergency Services (Queensland Fire Services) attending will be charged to the guest.

In Case of Emergency or Fire

Please notify reception in the event of a fire or other emergency. If reception is unattended, please call 000. A map that shows emergency exits can be found in each room.

Smoking

Smoking is not permitted on any UQ campus or recognised site. This includes the use of electronic cigarettes, vapour (vape) pens or other devices. This is for safety and to ensure that our College is not exposed to items or actions that create an odour that is unhealthy and objectionable to our guests and staff, and that is difficult to remove from the air, carpet, walls, curtains and furniture. If you move off-site to smoke, we strongly recommend that you choose an area that is not remote, and that is safe and well-lit at night.

Candles, Incense and Essential Oils

Candles, incense and essential oils (diffusing, vaporising, etc) are prohibited. These items and activities will be treated as smoking, a fine assessed, and the guest may be evicted with no refunds. Penalties will be charged to guests who smoke in rooms (see Fees Chargeable to Guests section).

Lost and Found

The Women's College assumes no liability for lost, misplaced, stolen or damaged valuables or belongings. If you discover that you have left something behind of value to you, please call us immediately on (07) 3377 4500 and we will try to assist you in locating your lost item.

Wi-Fi Access

We provide free Wi-Fi throughout the College to connect to our Wi-Fi on your computer or mobile device the access network is **TWC_Guest** and Password is **Guest@TWC!2022!**

If you are experiencing any issues with accessing the network, please contact The Women's College Administration team on 07 3377 4500.

Payment Details

Payment can be made online by credit card (MasterCard or Visa; American Express, Diners and Bankcard ARE NOT accepted), or by direct bank transfer. Please see your invoice for all payment details.

Fees and charges

Please note a booking fee of \$20.00 per booking applies to all bookings.
Mastercard Credit (1.06%); Visa Credit (0.71%);
Mastercard Debit (0.30%); Visa Debit (0.49%)

Fees chargeable – are not limited to

- Smoking in rooms – \$200.00 cleaning fee will be charged.
- Room degradation (such as vomit or liquid spillage) a \$500 cleaning fee will be charged, any professional floor cleaning charges required plus a daily room tariff equal to the daily tariff that we would charge if the room was available to be let or any other rate that may be agreed to by the management, in accordance with business demand on the day, until the accommodation room has been returned to its original condition.
- Cost of repair or replacement will incur applicable fee depending on the damage.

Cancellation Policy

A cancellation admin fee of \$25.00 will be charged for any booking cancellation once full payment has been received plus credit fees if paid by a credit card. All cancellations must be received in writing.

- For bookings cancelled more than 14 days prior to the arrival date, one night's accommodation will be charged for any booking cancellation.
- For bookings cancelled within 14 days of the date of arrival, the full tariff is not refundable.

Terms & Conditions continue next page.

Terms & Conditions continued from previous page.

No Shows/Failure to Cancel

Each rate booked at The Women's College is subject to a Cancellation Policy. Failure to check-in on the reserved arrival date will incur a penalty charge as detailed in the Cancellation Policy of the rate booked. We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error. We reserve the right to cancel or amend bookings if they do not adhere to our Terms & Conditions. If a guest chooses to shorten their stay or check out early a penalty charge will apply, as detailed in the Cancellation Policy associated with the rate booked.

Refunds:

- NO shows will be subject to a 100% cancellation fee
- NO refunds for room changes
- NO refunds for early departures
- NO refunds given after check-in

Price Changes

In the event a property undergoes major renovation between the time the booking is made, and deposit paid and the dates of the stay, accommodation rates may be subject to increase. Should this occur, you will be notified and given the opportunity to pay the difference in the tariff, we may also be able to find alternative accommodation within your budget. If this is not a satisfactory outcome for you a full refund will be processed, and you agree to accept this as final resolution.

Vehicles

Car parking spaces are available at the College for guests staying at the College. Guests can apply in writing with reasons for requesting a car park and will be offered if spaces are available

You agree that your use of the College Car Park is at your own risk, we do not accept any responsibility for and have no liability for any injury, death, theft, loss or damage whether to person or property (including your Vehicle) You are liable for any loss or damage caused by you or your Vehicle to the Car Park or any person or property in the Car Park including, but not limited to, any damaged caused by oil or any other substances which from your Vehicle.