

**Selwyn College ACCOMMODATION Request Form:**

Please complete the following form and fax to (03)477 9926 or email a copy to admin.selwyn@otago.ac.nz.

Your Contact Details

Title:	
First Name:	
Surname:	
Organisation:	
Postal Address:	
Daytime Phone:	
Email:	
Mobile:	

Associated University of Otago Department (if applicable)

Department Name:	
Contact Name:	
Contact Details:	

Reservation Details

Number of guests (please indicate):	<input type="checkbox"/> 1 person <input type="checkbox"/> 2 persons
Arrival Date:	
Departure Date:	
Length of Stay (please indicate):	<input type="checkbox"/> 4 weeks or more <input type="checkbox"/> 2-4 weeks <input type="checkbox"/> 1 week <input type="checkbox"/> Nightly (minimum of 2 nights)
Catering Option (please indicate):	<input type="checkbox"/> Fully catered - breakfast, lunch, dinner (unavailable mid-June to mid-July; and mid-Nov to mid-Feb) <input type="checkbox"/> Catered - breakfast only <input type="checkbox"/> Self-catered
Special Catering Requirements:	

Bookings and Enquiries

Enquiries are welcome and you are invited to visit and view our premises.

Please direct all bookings and enquiries to:

Sarah Spruyt - Administrator
560 Castle Street,
Dunedin North 9016
Phone: (03) 477 3326
Fax: (03) 477 9926
admin.selwyn@otago.ac.nz

Terms and Conditions

Please observe the following Terms and Conditions regarding your booking. Please sign the bottom of this page and return to Selwyn College to confirm your booking.

Bookings:

We strongly suggest that any accommodation is booked at least 2 weeks prior to your stay.

Please contact the Office on (03) 477 3326 to check the availability of accommodation for your requested date.

Confirmation:

Upon this agreement being signed by the Guest (or on behalf of the Guest) and returned to Selwyn College at least 14 days prior to the reservation, the status of the booking will change from "enquiry" to "tentative".

Upon receiving a deposit equivalent to 10% of total to be charged, the status of the booking will change to "confirmed".

Cancellation:

For stays less than 2 weeks we require notice of cancellation at least 7 days prior to your arrival, while stays greater than 2 weeks require notice of at least 14 days prior to your arrival.

Failure to provide the required notice may result in costs up to and including the full amount of your booking.

Payment Options:

1. Direct Credit

Account Name: Selwyn College Board A/C Number: 06-0901-0097399-02 Ref: ASF ACCOM, [Your Name]

2. Eftpos or Cash

3. Invoice (please contact the office to arrange for an invoice to be issued)

Final payment will be due on departure or alternatively an invoice will be issued within 30 days.

Please note payment by credit card is *not* available.

Accommodation:

The hirer should ensure that the total number of persons using the accommodation does not exceed the number for which it has been booked. The All Saints Flat can accommodate 2 people.

Rooms are available for occupancy from 14:00pm on the day of arrival and should be vacated by 10:00am on the last day, unless prior arrangements have been made.

Smoking Policy:

Selwyn College is a smoke-free site.

Disclaimer:

The management and staff of Selwyn College accept no responsibility for any personal injury, property loss or damage from any cause while you are on Selwyn College Premises. Selwyn College reserves the right to alter prices or cancel bookings due to unforeseen circumstances beyond our control.

If you believe you will have problems meeting the above Terms & Conditions, please indicate by contacting Selwyn College to discuss alternative arrangements, suitable to both parties.

Agreement

I accept the above Terms & Conditions as set out by Selwyn College.

Name:

Signature:

Date:

Office Use Only

Allocated Flat Number:

- ☐ # 1
- ☐ # 2
- ☐ # 3
- ☐ # 4

Total charge (GST incl):

Comments:

Action:

- ☐ Signed form received
- ☐ Kitchen notified of catering arrangements
- ☐ Invoice sent
- ☐ Full payment received

Staff Responsibilities (if required):

Task	Who	When
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