

CASTLEREAGH CONFERENCE CENTRE

BOOKING CONDITIONS

- 1) A Minimum number of 20 persons are required for accommodation.
- 2) Confirmed Numbers must be given 2 weeks prior to arrival otherwise original numbers booked will be charged.
- 3) In the case where whole of site is booked (being 48) that will be the number required to be paid for on departure (no change in numbers will be allowed).
- 4) If a booking is cancelled up to 3 calendar months before the occupancy date, the deposit will be returned less a 10% administration fee.
- 5) If a booking is cancelled less than 3 calendar months prior to the occupancy date the whole of the deposit will be retained
- 6) If a booking is cancelled less than 2 calendar months prior to the occupancy date 75% of the total cost of the booking will be required to be paid.
- 7) Cabins are allocated as per the booking numbers (8 to a cabin). If for any reason an extra cabin is requested to be opened for example to accommodate coach drivers, sport coaches & special guests etc. a \$80.00 additional charge will apply.

WEEKEND BOOKINGS

A two day weekend commences after dinner being 7pm on the Friday to 3pm on the Sunday. The Friday and Sunday evening meals are not included on weekend bookings unless previously arranged.

If groups wish to arrive earlier and/or leave later, and therefore require additional meals, this can be arranged and costed on request.

DISCIPLINE

The groups on-site organiser will be responsible for the behaviour of the Group. The management reserves the right to ask any person who does not abide by the rules of Castlereagh Conference Centre Ltd to leave the property. Any conduct inconsistent with Castlereagh Conference Centre beliefs and purposes will be deemed unacceptable behaviour.

CONDITIONS OF HIRE

- 1) Organiser: At the time of arrival the organiser is asked to meet with the Management/Caretaker of Castlereagh Conference Centre for allocation of cabins and issue of keys. – Keys to be returned to Management/Caretaker at end of stay otherwise a fee of \$40.00 will be charged.
- 2) Catering: On request - Continental Breakfasts are charged at \$10.00 per person per day and supplied by the venue. Guests requiring special dietary foods for breakfasts will be required to bring own food – An additional charge for special dietary requirements supplied by our Contract Caterer for lunches and dinners will apply.
- 3) Accounts: To be paid on departure unless previously arranged. Cheques made payable to Castlereagh Conference Centre or as a direct deposit into our account – details on page 1 of Booking Form.
- 4) Equipment: All facilities are provided for your use on the understanding that they will be used with due care. Please report to the caretaker any equipment not working. We request that air conditioners and TV's are switched off if cabins are unoccupied.
- 5) Alcohol & Drugs: No alcohol or any non-prescribed drug to be brought onto the property.
- 6) Smoking: Smoking is not permitted on the property.
- 7) Cabins: Are to be used for sleeping, resting and study only. No one is to enter the sleeping quarters of the opposite sex except in the case of family accommodation.
- 8) Beds & Bedding: Mattresses, blankets, Towels & linen provided. Mattress and blankets not to be removed from cabins.
- 9) Lighting: Please ensure that all lights are turned off when not required.
- 10) Fires: No lighting of fires on the property is allowed, this includes the lighting of candles in the cabins and halls.
- 11) Breakages & Damage: Must be reported immediately to the Caretaker and all such breakages or damage must be paid for in the finalisation of the account.
- 12) Personal Hygiene items to be placed in bins provided and not in toilets – if not this could result in the group being held wholly responsible for any damage caused to the sewerage system.
- 13) Display of material: The use of pins, drawing pins, sticky tape on the walls of the cabins inside and outside & halls is prohibited – use of blue tac is allowed, but must be removed on departure.
- 14) Personal Property/Jewellery Computers etc – No responsibility taken for loss or damage.
- 15) Crockery, glassware and cutlery used in cabins to be washed up before departure – tea towels and washing up detergent supplied for your use. a cleaning fee of \$30.00 will apply if rule is not adhered to.

DISCLAIMER

The applicant acknowledges that the Castlereagh Conference Centre and the Management of the site will not be responsible for any loss or damage to any property brought onto the camp site. Should any claim be made for such damage to the property owned by any person associated with the applicant, or any other person or corporate body associated with such person, then the applicant will indemnify Castlereagh Conference Centre and their management in respect of all such claims.