



## Forrest Hall Short Term Accommodation

### Terms & Conditions

Please ensure completion of an on-line guest's form via the link [www.web.uwa.edu.au/forrest-hall-short-stay-guest](http://www.web.uwa.edu.au/forrest-hall-short-stay-guest)  
Should you have any queries regarding this information, please do not hesitate to contact us on (08) 6488 0500.

#### Tentative Bookings

- Tentative bookings will be held for a maximum of seven (7) days from receipt of the quotation after which time, UWA Short Stay Accommodation reserves the right to release all rooms held.
- In the event that a second enquiry is received for the same date, first priority will be given to the group holding the tentative booking, at which time the booking confirmation must be signed and returned within twenty-four (24) hours of notice. If this is not received, the booking will be released to the second group.
- UWA Short Stay Accommodation reserves the right to cancel the tentative booking and relocate the room(s) if the signed booking confirmation and terms and conditions have not been received.

#### Confirmed Bookings

- A booking will only be deemed confirmed upon receipt of full payment of invoiced amount, signed quotation, and signed terms and conditions.

#### Payment Terms

- To ensure the reservation of your stay, it is imperative that all invoices are settled by the specified due date.
- Failure to meet this payment deadline may result in the cancellation of your booking.
- Payment can be made via Visa, MasterCard.

#### Full Payment

- Total payment must be paid by the due date stipulated in the invoice.

#### Balance of Payment

- The outstanding balance incurred for any additional charges including but not limited to rent, loss of access keys, or damage (as noted below) will be required within seven (7) days of receipt of the Invoice.

#### Prices

- All prices are correct at time of printing and are quoted on current costs. These may vary at any time and are subject to change.

#### Property Keys

- A \$50.00 replacement fee will be included on your final account for each key card returned damaged or not returned on Check Out. For physical keys, the fee will amount to \$150.00.
- Replacement Key Cards provided during your stay will incur an immediate \$50.00 fee per key card, payable at UWA Accommodation Reception.

#### Car Parking

- On-site parking is not available, but UniPark. can help with parking on UWA grounds.

#### COVID Policy

- Forrest Hall operates in accordance with the Western Australian Government's directions and public health orders and Forrest Hall policies and procedures. These requirements include the mandatory wearing of face coverings, contact registration, provision of Government approved proof of full vaccination or approved medical exemption and other measures which are subject to change. All visitors to Forrest Hall are required to comply with the COVID-19 requirements at the time of your stay or visit. As of 31 January 2022 all visitors (aged 16 years and over) to Forrest Hall must be fully vaccinated against COVID-19. A valid proof of vaccination or medical exception will be required to be uploaded via a link prior to your arrival.

### **Cancellation**

- We reserve the right to cancel your reservation with a written notice period of three working days. In the event that the cancellation is initiated by our accommodation team, a full refund of the payment amount will be issued to the guest.
- All cancellations must be received in writing. We kindly request that all cancellation requests be submitted in written form. To be eligible for a refund, please make sure to cancel your reservation at least three working days in advance. Unless alternative arrangements have been made and agreed upon, at the discretion of the Accommodation team, please note that bookings are non-refundable and non-transferable.

### **Accommodation Check In**

- Check In is available from 2.00pm on day of Arrival.
- Earlier check-ins may be requested and are subject to availability.
- Property Keys can be accessed from the Lock Box located at Forrest Hall. Instructions for the Lock Box use will be provided in the Arrival Letter.

### **Accommodation Check Out**

- Check Out is by 10.00am on the day of Departure.
- Later check-outs may be requested which are subject to availability and will incur extra charge.
- Property Keys are to be left inside the apartment on departure. Specific departure details will be provided in the Arrival Letter and Welcome Pack.

### **Delivery and Collection of Goods and Mail**

- There are no letter box facilities at Forrest Hall.

### **Damage**

- You are liable for any damage to Forrest Hall's furniture, furnishings, fixtures or equipment, whether the result of an accidental or wilful act.
- Additional cleaning charges may apply, should the property be left in an excessively messy state.
- Under no circumstances is anything to be nailed, screwed, stapled or adhered to walls, ceilings, doors, floor or other surfaces which are or could reasonably be considered a part of Forrest Hall or our facilities unless otherwise agreed. Glitter, confetti or similar products are not permitted in or around UWA Short Stay Accommodation facilities.
- UWA Short Stay Accommodation will not accept responsibility for damage or loss of equipment or goods left on the premises prior to, during or after guest stays.
- You are liable for any injury that occurs to any resident, staff member or guest including your employees, representatives, sub-contractors that were caused directly or indirectly by any act or omission on your part or on the part of any of your employees, representative, sub-contractors or guests.

### **Fire and Safety & Smoking**

- **Smoking is prohibited** in and around all of the buildings, rooms, fire escapes, balconies, courtyards or verandas at Forrest Hall and throughout UWA.
- You must advise the UWA Short Stay Accommodation of potentially dangerous activities to be performed or hazardous materials to be brought onsite.
- Misuse of safety equipment including, but not limited to, fire hoses, extinguishers and alarms is strictly forbidden and may result in a penalty charge of \$950.00.

### **Insurance**

- UWA Short Stay Accommodation will take all possible care, but accepts no responsibility or liability for any loss, damage or injury to your property or that of your guests, employees, representatives or sub-contractors.
- You should arrange for your own insurance in relation to those matters including but not limited to personal liability insurance, public risk insurance, personal property insurance and workers' compensation insurance.

### **Force Majeure**

- Where matters beyond the reasonable control of UWA Short Stay Accommodation impair or prevent UWA Short Stay Accommodation being able to perform its obligations under the quotation, to the extent that such matters affect UWA Short Stay Accommodation's ability to perform its obligations, you release the UWA Short Stay Accommodation from any liability or loss incidental or consequential to such matters.

**Indemnity Provision**

- Use of UWA Short Stay Accommodation premises is entirely at your risk and by signing these Terms and Conditions you release UWA Short Stay Accommodation absolutely and to the full extent permitted by law from all claims and demands of every kind from any accident, damage or injury occurring on UWA Short Stay Accommodation premises, unless expressly due to UWA Short Stay Accommodation’s negligence.
- You remain liable for and indemnify UWA Short Stay Accommodation at all times against the liability for loss or damage (including injury and death) wholly or partly due to or arising out of an incident occurring on UWA Short Stay Accommodation premises, your use or occupation of the venue, your faulty property or the entry into or escape from the venue of water, gas, electricity or other similar substance, except to the extent to which the loss or damage is due to the negligence of UWA Short Stay Accommodation.

I have read, understand and accept the UWA Short Stay Accommodation Terms and Conditions:

**Authorisation signature** \_\_\_\_\_

**Print name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Company / Organisation** \_\_\_\_\_