

Vancouver Arts Centre Mary Thomson House Accommodation Booking Form 2017/18

BOOKING INFORMATION

Organisation _____

Contact Name _____

Postal Address _____

Phone & Mobile _____

Email _____

Great Southern arts & culture organisations may apply for in-kind sponsorship – please see staff

Arrival date		Ensure you have spoken with VAC staff to check availability
Arrival time		<ul style="list-style-type: none"> • Weekdays 9am – 5pm / Saturdays 10am – 3pm. • Please liaise directly with VAC staff if your arrival times are outside of opening hours
Number of people		
Number of rooms		
Purpose of visit		
Total cost		<ul style="list-style-type: none"> • Charges current 1 July 2017 – 30 June 2018 \$70 per person/per night \$235 per person/per week • Includes bedding & towels • Payment methods accepted include: Cash, credit card, EFTPOS and cheque (Cheques payable to City of Albany).
Departure date		<ul style="list-style-type: none"> • Check out time is 10am unless prior arrangements have been made.

MARY THOMSON HOUSE INFORMATION

The City of Albany's Mary Thomson House is located next to the Vancouver Arts Centre. Formerly the Nurses Quarters attached to the Old Hospital, Mary Thomson House is now used as accommodation to support the City of Albany's cultural activities. A number of rooms are also utilised as non-residential artist studios.

Mary Thomson House offers affordable, hostel style accommodation. One queen and four single rooms are available. At full capacity the house can sleep six people.

The bedrooms are situated around a fully equipped central kitchen and dining area featuring stunning harbour views. There are two toilets and two bathrooms (one with a washing machine). The accommodation is not serviced and staff assistance is only available Weekdays 9am – 4pm and Saturdays 10am – 3pm.

WIFI is available to guests, however the signal is not strong and can be best accessed from within the main Arts Centre building during opening hours.

CONDITIONS OF USE – BY SIGNING THE APPLICATION FORM YOU AGREE TO THE FOLLOWING CONDITIONS

1. Please respect other guests and studio artists by keeping communal areas tidy, not hosting visitors at the accommodation after 11pm and respecting private studio spaces. Please don't leave personal items in communal spaces including wet laundry in the verandah.
2. Please also respect our neighbours and limit noise and disturbance after 11pm.
3. Respect property as damage will incur repair or maintenance charges.
4. No smoking is permitted within the building, or within 5 metres of the building.
5. Charges are set by the City of Albany in July each year, fees may be adjusted accordingly.
6. Rooms are to be left clean with bedding stripped and placed in the red laundry bin provided. Extra cleaning will result in additional charges
7. Lost keys will incur a fee. Keys remain the responsibility of the hirer named on this form.

8. For afterhours issues contact Southcoast Security 24hr Night Watch on 0417 964 102. (Use this number if you have locked yourself out of the house or your room and a security officer will let you back in). **For emergencies call 000.**
9. Please report all maintenance or security issues immediately to VAC staff.
10. Guests are NOT to park in the disabled bay area unless displaying an ACROD sticker.
11. City of Albany payment terms is strictly 30 days from the INVOICE DATE. If payment terms are not met, credit facilities will cease, and legal action will commence immediately. Overdue accounts (>60 days) will be charged 6% interest. Dishonoured cheque fee (Inc bank charge) \$19.80

DECLARATION I wish to apply for Credit with the City of Albany. The information in this application is true and complete. I agree to comply with the City of Albany Terms and Conditions, including legal costs incurred due to non-compliance of Terms and Conditions. I acknowledge that the Vancouver Arts Centre cannot accept any claim, which may arise if, for any reason, it is not practicable to confirm a booking for the date/s required.

By signing below, I acknowledge that I have read and agreed to the declaration and terms and conditions above.

SIGNATURE

Signed: _____
 Name: _____
 Date: _____

OFFICE USE ONLY:

<i>Receipt No.</i>	<i>Invoice Request to Accounts</i>
<i>Entered into Daily Planner</i>	<i>Contact Zenith/OCS</i>



Department of Local Government, Sport and Cultural Industries
 Department of Primary Industries and Regional Development



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