



NORWOOD APARTMENTS

Luxury 1 & 2 bedroom serviced accommodation

... the space ... the comfort ... the location

Norwood Apartments Pty Ltd.
A.C.N. 085 661 114
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P.O. Box 188,
KENSINGTON PARK, 5068.

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TERMS & CONDITIONS

- **DEPOSITS:** Unless otherwise arranged, the lesser of \$250.00 or full tariff is to be paid prior to arrival as deposit.
- **CANCELLATIONS & EARLY DEPARTURES:** Deposits are non-refundable if a booking is cancelled within 14 days of arrival. Full payment of tariff is required for all bookings cancelled less than 7 days prior to arrival, however a refund will be given for the number of nights re-let at the equivalent tariff. An early departure from a fixed term booking is subject to our cancellation policy as above. Open-ended bookings require 7 days notice of departure. We strongly recommend you take out travel insurance to cover yourself against any forced cancellation. A \$50.00 administration fee is charged to all bookings cancelled more than 14 days prior to arrival.
- **KEYS:** Guests are to contact our office prior to arrival regarding key collection. A second key will only be available on request. Lost keys will incur a charge of \$225.00 each.
- **ARRIVAL & DEPARTURE TIME:** Arrival is from **2.00pm** and departure is **10.00am sharp**. Unless prior arrangements are made, guests will be charged for late checkouts at the rate of ¼ of a day per hour past 10.00am.
- **GUESTS & CHARGES:** Accommodation is provided for nominated guests only. Additional charges will apply for extra overnight guests in accordance with our tariffs. There is a 2 night minimum for additional guests and undeclared guests will be charge for the full period.
- **CLEANING:** Properties are serviced weekly, between 9.00am & 5.00pm. This does not include dishwashing, which will attract additional charges. Additional cleaning (over allocated time) will be charged at the rate of \$35.00 per hour. **All units are non-smoking. No Pets.**
- **DAMAGE, BREAKAGES & THEFT:** Any breakages or property damage must be reported to management and guests will be responsible for repairs, replacement or additional cleaning costs (i.e. carpets, couches etc.). Guests will be charged for any items missing after their departure. A breach of our smoking policy will incur the full costs of extra cleaning, sanitising, plus any loss of rent.
- **TELEPHONE & INTERNET:** There is a telephone line to each apartment, however the line is not connected. Longer term guests may choose to have the phone connected, but they will be responsible for all connection fees, line rental and calls. There is an internet connection into each **Donegal Street** apartment and wireless to **Wakefield Street** that is charged at the rate of \$5/day, \$25/week or \$75/month with a minimum charge of \$15.00. Please indicate whether you require internet connection **YES** **NO**
- **INSPECTIONS:** Management reserves the right to enter the premises at any time.

BOOKING DETAILS

Name of Guest(s)..... No in party

Home Address Phone/Mobile

Arrival Date Departure Date..... Purpose of stay Arrival time.....

Work Address Phone

Type of Vehicle Colour Rego Lic No:

Credit Card type Number Exp

* A surcharge will apply to all accounts settled by credit cards. 1% on Visa & Mastercard and 2.5% on American Express & Diners Club.
The apartment is rented at the sole risk of the tenant. Norwood Apartments, its proprietors, employees and/or agents shall not be liable for any injury, loss of, or damage to property or any other claim whatsoever arising from the occupancy of the apartment.

I from accept the terms & conditions
(business name)

and I/we accept full responsibility for all costs incurred, as above, & if necessary authorise such costs to be charged to the above credit card or an account be rendered, in relation to our booking. We agree to pay the quoted tariff of \$...../night and accept that the tariff will be adjusted as per our scheduled charges if the duration of the booking is altered.

SIGNED this Day of 201.....
Bookings won't be confirmed or held by Norwood Apartments until this agreement is signed & returned to our office with deposit.