

International House Darwin  
Office of Accommodation Services  
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Casuarina Campus, Brown Precinct  
Charles Darwin University  
Brinkin NT 0815



### Accommodation Booking Form – Visiting Professionals – Guest Apartments, International House Darwin

IHD offers 20 self-contained studio guest apartments to meet the accommodation needs of visiting or newly arrived academic and general staff of Charles Darwin University. Visiting staff of Royal Darwin Hospital and parents visiting residents of IHD are also welcoming to book a guest apartment. Please note that standard bookings range from one night up to four weeks. Requests for longer stays will be handled on a case-by-case basis.

#### Booking contact

If you are booking a room on behalf of the guest/s, please provide your contact details:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organisation/Faculty/Department: \_\_\_\_\_

Name of Partner (if couple staying): \_\_\_\_\_

Email contact: \_\_\_\_\_

#### Booking type 1 – Booking for an Individual or Couple

Date of Arrival: \_\_\_\_\_ Date of Departure: \_\_\_\_\_

Purpose of stay: \_\_\_\_\_

Name of Guest: \_\_\_\_\_

Name of Partner (if couple staying): \_\_\_\_\_



## Conditions of Residence

All residents/guests are required to adhere to the *Terms and Conditions of Residency*, the *Student Residence Code of Conduct*, the *Charles Darwin University (Student Residences) By-laws*, the *IHD Resident Handbook* and all other relevant governing documents of the University. Upon arrival, residents/guests will be required to sign and accept these documents. If you are booking on behalf of another person, please ensure that you refer the guest to the web page: <https://ihd.cdu.edu.au/about/governance> where these documents can be found.

## Payment options

OAS will email you an invoice once your application has been received. Payment is required within two (2) weeks of the arrival date to confirm the booking. If the arrival date is within two (2) weeks of the booking being confirmed, then payment is required within two (2) business days. For group bookings, please read the [Group Bookings Confirmation and Cancellation Terms and Conditions](#).

Organisation will pay invoice       Guest will pay invoice       To be invoiced as CDU internal booking

Name of Organisation: \_\_\_\_\_

Purchase order number (if applicable): \_\_\_\_\_

Accounts Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Accounts email: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## For CDU bookings:

Financial delegate name: \_\_\_\_\_ Financial delegate signature: \_\_\_\_\_

Is this booking funded by a restricted account? Yes  No

If YES, please provide cost code: Cost code: \_\_\_\_ / \_\_\_\_ / 375 / \_\_\_\_ / \_\_\_\_