

## **Group Booking Confirmation and Cancellation Terms and Conditions**

1. The Group Booking Policy applies to groups of 10 or more people. For groups under 10 people, please refer to the Short Term Booking Terms & Conditions.
2. 8 weeks prior to the date of arrival, Office of Accommodation Services (OAS) requires that a 50% deposit is paid to confirm the booking.
3. Between 8 and 4 weeks prior to the date of arrival, reasonable amendments can be made to the booking with no penalty imposed on the booking. However, if the group booking is cancelled during this time, the deposit will be forfeited.
4. Between 4 and 1 week prior to the date of arrival, reasonable amendments can be made to the booking with a \$50 administration fee charged for any cancellations for group members, but the accommodation charge for each person will be refunded. If the group booking is cancelled during this time, the deposit will be forfeited.
5. 7 days prior to the date of arrival, the final balance payment must be received.
6. There will be no refunds for changes or cancellations made within 1 week of date of arrival. If the group booking is cancelled during this time, the full payment will be forfeited.
7. If group bookings are initially made within 8 weeks prior to date of arrival, then the above timelines will be amended by the OAS Manager.