



Accommodation Booking Form International House Darwin

Booking contact

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

Name:

Phone:

Organisation/Faculty/Department:

Email contact:

☐ **Booking for an individual**

Is the guest a staff member travelling on official CDU Business?

☐ Yes

☐ No

Purpose of Stay (provide details):

Arrival Date:

Departure Date:

Name of Guest:

Name of Partner (if couple are staying):

☐ **Booking for a group**

Purpose of Stay (provide details):

Details of Guests in Group

Please list details for all guests

First name	Last name	Arrival Date	Departure Date	Gender M/F/O	Date of birth

Group Booking Terms and Conditions

(Please tick the box to agree to the Group Terms and Conditions)

- ☐ 8 weeks prior to the date of arrival, Accommodation Services requires that a 50% deposit is paid with a Purchase Order attached to confirm the booking.
- ☐ 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.
- ☐ 7 days prior to the date of arrival, the final balance payment must be received.



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

Accounts contact:

Postal address:

Accounts email:

For CDU Bookings only

Financial delegate name:

Financial delegate signature:

Cost code (Activity & Cost Centre required):