



INTERNATIONAL HOUSE DARWIN

> No No

Accommodation Booking Form International House Darwin – Guest Apartments

*N.B. 2x NIGHTS MINIMUM STAY

Booking contact		
If you are booking a room on behalf of the guest/s, ple	ase provide your contact details:	
Full Name:		
Email:	Phone:	
Organisation/Faculty/Department:		
Booking for an indivual		
Is the guest a CDU staff member? If yes, are you travelling on official CDU Business?		Yes Yes
Purpose of Stay (provide details):		
Arrival Date:	Departure Date:	
Name of Guest:	Email:	

Additional Occupant: _____ Over 18 Yes No
Booking for a group

Purpose of Stay (provide details): _____

Details of Guests in Group

(Please list details for all guests)

Name	Surname	Arrival	Departure	Gender M/F/O	Date of Birth

INTERNATIONAL HOUSE DARWIN: T: +61 8 8946 6591 | E: accommodation@cdu.edu.au | W: ihd.cdu.edu.au | Address: Brown Precinct Building 1, Casuarina Campus, Charles Darwin University, 7 Ellengowan Drive, NT, 0815, Australia

CRICOS Provider No. 00300K (NT/VIC) | 03286A (NSW) | RTO Provider No. 0373 | ABN 54 093 513 649





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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 ispaid 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 groupmembers, but the accommodation charge for each person will be refunded. If the groupbooking 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: <u>https://ihd.cdu.edu.au/about/governance</u> 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 thebooking 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.

Organisa	ation will pay invoice	Guest will pay invoice
Please complete below:		
Accounts contact		
Postal address		
Accounts email		
For CDU Bookings only		
Financial delegate name		
Financial delegate signature		
Cost code (Activity & Cost Cent	re required)	
2024 Rates \$150 plus GST per night \$700 plus GST per week* * Subject to Policy Guidelines, s	tays of 28 consecutive nights or n	nore will qualify for weekly rate

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