





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	ease provide you	r contact details	5:	
Full Name:					
Email:		Phone:			
Organisation/Faculty/Depa	artment:				
Booking for an indivual					
Is the guest a CDU staff me If yes, are you travelling or			Yes Yes	No No	
Purpose of Stay (provide d	etails):				
Arrival Date:		Departure Da	ate:		
Name of Guest:	Email:				
Additional Occupant:			Over	18 Yes No	
Booking for a group					
Purpose of Stay (provide d	etails):				
Details of Guests in Group (Please list details for all gu					
Name	Surname	Arrival	Departure	Gender M/F/O	Date of Birth







Accommodation Booking Form International House Darwin – Guest Apartments

*N.B. 2x NIGHTS MINIMUM STAY

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.

Organisation will pay invoice

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 thebooking being confirmed, then payment is required within two (2) business days.

Guest will pay invoice

For group bookings, please read the Group Bookings Confirmation and Cancellation Terms and Conditions.

Please complete below:	
Accounts contact	
Postal address	
Accounts email	
For CDU Bookings only	
Financial delegate name	
Financial delegate signature	
Cost code (Activity & Cost Centre required)	
• • • • • • • • • • • • • • • • • • • •	

2024 Rates

\$150 plus GST per night

\$700 plus GST per week*

* Subject to Policy Guidelines, stays of 28 consecutive nights or more will qualify for weekly rate