

**2023 FAIRBRIDGE VILLAGE BOOKING FORM – PRIVATE/COMMUNITY/FESTIVAL GROUPS**

GUEST/ORGANISATION INFORMATION								
Guest/Organisation Name					Event Description			
Postal Address								
City					Phone			
Primary Contact Name					Email			
Billing Email								
EVENT/CAMP INFORMATION								
Arrival Date		Arrival Time		Departure Date		Departure Time		
TOTAL Guests		Adults		Children		Infants		
24-Hour Contact Person (during the event)					Mobile			
CATERING/ACTIVITY INFORMATION								
Catering Required	Yes	No		Activities Required	Yes	No		

- Security Deposit of \$500.00 is taken from each group. It will be refunded within 7 days of Departure after covering any damages.
- Preferred Accommodation (Subject to availability).
- Check-in is 2 PM and check out is 10 AM to cottages.

ACCOMMODATION INFORMATION													
RUSTIC CHIC COTTAGES	Sleeps	Rooms	Bathr.	Single beds	King single beds	Bunk beds	Double Beds	Queen Beds	DBL storey	Heat	Price/night	One off Cleaning & Sanitisation Fee	Select
Fairbridge House	24	9	2	16			1	3	✓	WF/H	960.00	96.00	
Belfast	18	7	2	12	1	1		2	✓	H	720.00	72.00	
Heath	15	6	3	7	2	2		2	✓	RC	600.00	60.00	
Nightingale	14	4	2		5	5		2		RC	560.00	56.00	
Newton	8	4	1	4				2		RC	400.00	40.00	
Evelyn 	10	9	3	8			1		✓	RC	550.00	55.00	
Saumarez  	10	9	3	8			1		✓	RC	550.00	55.00	
Darwin  	11	5	3		5		3			RC	550.00	55.00	
Oxford	4	2	1		2					RC	320.00	32.00	
Lawley 1,2,3,4 (4 units available)	2	1	1				1			RC	160.00	16.00	

**The above Rustic Chic Cottages include all bed linen (flat sheets, pillow & pillowcase, blanket) and towels.**

♿ - wheelchair accessible  - hot plates & microwave only (no oven)  - TV (Evelyn & Saumarez)

Heating: WF – Open Wood Fire H – Gas or Fan Heater TF – Tile Fire RC – Reverse Cycle Air Conditioner

STANDARD COTTAGES	Sleeps	Rooms	Bathr.	Single beds	King single beds	Bunk beds	Double beds	Queen Beds	DBL Storey	Heat	Price/night	One off Cleaning & sanitisation Fee	Select
Scratton Lodge	54	22	3	22		16				TF	1350.00	135.00	
Kitchener	18	5	3	6	2	5				TF	540.00	54.00	
Cook	18	5	3	6	2	5				TF	540.00	54.00	
Glasgow	18	5	3	10	2	3				TF	540.00	54.00	
Nelson	18	5	3	10	2	3				TF	540.00	54.00	
Shakespeare	19	6	2	17		1			✓	WF	570.00	57.00	
Clive	19	6	2	17		1			✓	TF	570.00	57.00	
Middlemore	16	6	2	12		1		1	✓	TF	480.00	48.00	
Livingstone 	16	4	3	6		5				RC	480.00	48.00	
Hudson	16	4	3	10		3				TF	480.00	48.00	
Raleigh 	16	4	3	10		3				TF	480.00	48.00	
Wolfe	17	6	2	15			1		✓	TF	510.00	51.00	

**All Standard Cottages have flat sheet on the beds only, no pillows or towels are supplied. Linen packs available from housekeeping \$15pp on prebooking.**

Linen Packs Required	Yes	No	If yes, number of Linen Packs
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Additional Venues	Half Day	Tick	Full Day	Tick	Specify the dates & times you require the venue	
<b>CLUB HOUSE Lower</b> Fits 100 people	<b>\$345</b>		<b>\$690</b>			
<b>CLUB HOUSE Upper</b> (Dolan's Retreat) Fits 100 people.	<b>\$295</b>		<b>\$590</b>			
<b>CLUB HOUSE KITCHEN</b>	<b>\$ 300</b>		<b>\$300</b>			
<b>BELINDA BARRY</b> Fits 60 people theatre style (chairs only)	<b>\$210</b>		<b>\$420</b>			
<b>RUBY FAIRBRIDGE GYM</b> Fits 350 people theatre style (chairs only)	<b>\$350</b>		<b>\$700</b>			
<b>Chapel – Will be charged only on exclusive use.</b>	<b>\$325</b>		<b>\$650</b>			
<b>OVAL</b>	<b>\$200</b>		<b>\$400</b>			
<b>Camping in the Oval:</b> By arrangement, Oval can be used for camping. Please contact the bookings coordinator.	\$20.00 per tent		\$25.00 per Caravan per night			
<b>Equipment Hire</b>					<b>Day Hire</b>	<b>Select</b>
Projector and screen					\$50	
PA System with microphone					\$50	

<b>BILLING INFORMATION</b>	<b>Purchase Order Number:</b>			
<b>Deposit - \$500 made by:</b> <i>(please tick)</i>	<b>EFT/Invoice</b>	<b>Credit Card</b> <i>(complete details below)</i>		
<b>Card Holder Name:</b>				
<b>Card Number:</b>		<b>Expiry:</b>		<b>Security Code:</b>
<b>Card Holders Signature:</b>		<b>Date:</b>		

If you are paying your deposit by **EFT**, our bank details are below. Please put your booking number and surname as reference.

**Bank: Westpac**  
**Acc. Name: Fairbridge Western Australia Inc**  
**BSB: 036-171**  
**Account Number: 209057**

### BOOKING CONDITIONS

**ACCOMMODATION**

Please ensure that the cottages are returned to the way they were when you check in, i.e., beds, cutlery, crockery, etc. **DO NOT MOVE ANY FURNITURE.** Any cottage items (cutlery, crockery, bedding etc.) missing or damaged will incur a fee.

- Check-in time is 2pm, Check out is 10am unless prior arrangements are made with management.
- Bedding, pillows, blankets, and towels are not supplied unless a 'Gold' cottage has been reserved.
- In accordance with Product Safety Australia, we advise that children under the age of 9 should not sleep on top bunks.
- Each cottage is heritage listed and **maximum occupancy** must not be exceeded. Doing so threatens to overflow the septic system and doing so will incur a pumping fee to the guest.

**COMPLIANCES**

It is understood that guests will conduct their behavior in an orderly manner in full compliance with the Management's policies & procedures and with all applicable laws. Fairbridge Village is a Historical Village, please do not bring pets on site. **ALL SIZE DRONES** are prohibited on the entire Fairbridge site including surrounding private properties.

**LIABILITY**

The Management reserves the right to exclude or remove all objectionable persons from the Village premises without liability.

**CONFIRMATION**

**Signed confirmation of the booking must be received within 14 days of the original booking being made along with a \$500 deposit and Credit Card details to secure the reservation.** Once the deposit is received, you confirm your agreement to our Terms & Conditions. The Management reserves the right to cancel the booking and reallocate the accommodation if a deposit is not received. A copy of your Credit Card and Driver's License will be required at check-in.

**CANCELLATION**

Deposits paid to Fairbridge Western Australia Inc are refundable if cancellations are received up to 14 days prior to check-in date. Cancellations with less than 7 days' notice will be charged 100% of the expected revenue.

**CATERING**

The final number of guests being catered for is required 10 days prior to check-in. Catering charges will be based on the confirmed numbers, with no changes less than 7 days prior to check in.

**PAYMENT**

**Full payment should be settled before Check-in.**

**RESPONSIBILITY**

Management will not accept any responsibility for damages to or loss of property left in the camp prior to, during, or after the booking. The group organiser is financially responsible for the make good of any damage or reinstating buildings to their original state whether in the area reserved or another part of the camp. Any charges will be deducted from the Credit Card details on file.

If you require any information, please call: **(08) 9531 7900** or e-mail [fairbridge.village@fairbridge.asn.au](mailto:fairbridge.village@fairbridge.asn.au)

### CONFIRMATION

I confirm that the details above are true & correct. I have read and understand these terms and conditions. I agree to abide by them and understand that it is my responsibility to inform the group of these conditions.

<b>Signature of applicant</b>		<b>Date</b>	
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