



We offer accommodation for conference delegates right here on campus

The Kensington Colleges (TKC) are centrally located on mid-campus within close proximity to all university facilities. All rooms are equipped with a desk, wardrobe and telephone, with linen and towels provided. For the comfort of guests, each College is serviced on a weekly basis. There is also a communal kitchenette, laundry, and bathroom available on each floor.

For more information please visit the casual accommodation section of our website.



CONFERENCE ACCOMMODATION

Rates (breakfast included)

Student	Non-Student
\$50	\$55

Note: all rates are inclusive of GST and subject to change

To make a booking simply complete the attached booking form and return to our office.

The Kensington Colleges
University of New South Wales
Sydney NSW 2052

Phone: (02) 9315 0000

Fax: (02) 9315 0011

Email: kenso-colleges@unsw.edu.au





BASSER



PHILIP BAXTER



GOLDSTEIN

The Kensington Colleges

University of New South Wales

Sydney, NSW, 2052

Conference Accommodation Booking Form

Booking Details

I wish to make a booking for The Kensington Colleges during the UNSW session break. I understand that all single occupancy rooms have shared bathroom facilities only. I also understand that completing this form does NOT guarantee me a room at The Kensington Colleges as bookings are subject to availability. All booking forms must be accompanied by a signed copy of the attached Accommodation Agreement.

Name of Conference: **3rd AWA Water Reuse & Recycling Conference**

Full Name (Miss/Ms/Mrs/Mr):

Phone Number: ()

Mobile:

Address:

Suburb:

State:

Postcode:

Email:

Arrival Date:

Time:

Departure Date:

Daily Rate

Single Room (including breakfast) - select daily rate: \$50.00* (student) \$55.00* (non-student)

*Rates include GST and are only applicable to AWA Water Reuse and Recycling conference delegates during July 2007.

Security Deposit

A deposit of one nights accommodation is payable before bookings are accepted. The balance must be paid upon arrival at the College. If a booking is cancelled during the four weeks prior to the date of arrival the deposit will be forfeited. To pay the deposit, please complete the following details:

Please debit my (tick one):- Bankcard Mastercard Visacard

For the amount of: **\$AUD:** Expiry Date: /

Card Number:-

Full Cardholders Name:

Signature/Authorisation:

*I declare that I am the duly authorised signatory on the above stated card and authorise for The Kensington Colleges to charge the amount shown above.

Please forward booking form and signed accommodation agreement to:

The Kensington Colleges
University of New South Wales
Sydney NSW 2052

Facsimile: (02) 9315 0011

Telephone: +61 2 9315 0000 Facsimile: +61 2 9315 0011 Email: kenso-colleges@unsw.edu.au

Website: <http://www.kensingtoncolleges.unsw.edu.au>

CRICOS Provider Code No. 00098G

Updated on 01/03/2007



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University of New South Wales

Sydney NSW 2052

Accommodation Agreement

This agreement made on the _____ day of _____ (month) 2007

Between The Kensington Colleges (ABN 57 195 873 179) of Gate 6, High Street, Kensington, NSW, 2033

(Hereinafter called "the College") and _____

(ABN _____, if applicable) of _____

(Hereafter called "the Client").

The Client has made a booking with the College in accordance with the Accommodation Booking Form a copy of which is annexed hereto, and hereby agrees to the following conditions:

CONFIRMATION AND DEPOSIT REQUIREMENTS

All bookings are considered tentative until the signed **Accommodation Agreement**, and a **Deposit** equal to the first nights accommodation is received by the College. The College will hold tentative bookings for a maximum of fourteen (14) days from the date the tentative booking was placed. If the Client does not confirm the booking by this time the College may release the reserved space and any accommodation rooms without notice.

ACCOMMODATION

Subject to availability, the College's accommodation rooms may be offered at agreed rates. For all Group Bookings (10 rooms or more constitutes a Group) the Client is required to provide a preliminary rooming list no later than ten (10) working days prior to the arrival date, and the final list no later than five (5) working days prior to the arrival date. This rooming list is to include; individual guests details, arrival and departure dates and times, room configurations required.

For all group bookings it is the Clients responsibility to collate booking details from individual delegates / attendees as well as collect payment from individual delegates / attendees prior to arrival. The client will then give a consolidated rooming list and full payment to the college as per the terms as outlined in this agreement. The college does not have the resources to take individual bookings and payments from individual guests who are part of a group booking – the Clients own Group Coordinator must assume responsibility for this task. The College reserves the right to release any rooms not confirmed by the receipt of the final rooming list by the due date.

RESPONSIBILITY

The Client is responsible for any and all damages caused by it or any of its guests, invitees or other persons attending the college, whether in rooms or in any other parts of the College property, and to ensure nothing is to be nailed, screwed or adhered to the walls, doors or other parts of the College's property without prior written permission from the Promotions and Development Officer.

The Client is responsible for ensuring that its guest's conduct themselves in an orderly manner and in full compliance with the rules of the College Management, and with all applicable laws. The College reserves the right to intervene if it deems that a guests activities are considered illegal, noisy or offensive, to exclude or remove any and all persons from the College premises without liability if the College considers such action is necessary, and to refuse the service of alcohol to any guest the College considers to be under age or intoxicated. Guests removed from the College premises forfeit the full amount payable for the booking.

The College accepts no responsibility for damage or loss of any Client's property left in the College prior to, during or after a function or guests stay. The Client is required to lock rooms and ensure swipe card doors are closed at all times. The College recommends that the Client arranges appropriate insurance cover for the duration of their stay. The College accepts no liability for cars parked on University grounds.

Should the College be unable to provide the facilities, services or products arranged due to circumstances beyond its control, no further claim other than an entitlement to full refund of any deposits paid may be made on the College. The College will endeavor to provide the Client with reasonable notices of any necessary changes to agreed details. The College shall not be liable for the loss of profit or consequential damages.

Telephone: +61 2 9315 0000 Facsimile: +61 2 9315 0011 Email: kens-colleges@unsw.edu.au

Website: <http://www.kensingtoncolleges.unsw.edu.au>

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For the comfort of guests and other residents noise must be kept to a minimum at all times and cease between 10.00pm and 8.00am daily. Smoking is not permitted in any of the College buildings. Smoke machines, special balloon effects, pyrotechnics and other special effects cannot be operated without prior written approval from the Promotions and Development Officer, due to the possible effect on the College's fire detection equipment. If the Fire Brigade responds to an alarm set off in either a function or accommodation room, the Client shall be responsible for any charges incurred by the College.

CONSUMPTION

The Client is not permitted to supply its own Food or Beverages to the Dining Hall or any other common room without prior written approval from the Promotions and Development Officer. All food and beverage to be consumed in these areas must be supplied through the College's Contracted Caterer.

PRICE VARIATION

All prices are current at the time of quotation, but may be subject to change based on rising costs. Once a booking is confirmed and a deposit paid, prices will be guaranteed within twelve (12) months of the date of the booking.

CLIENT'S DELIVERIES AND OTHER SERVICES

The Administration Office of the College must be advised of all deliveries, collections or provision of services made by on behalf of the Client and the Client is responsible for any payment arrangements thereof. Deliveries must be marked with the Client name and contact person. Assistance by the College will be offered on the basis of staff availability and the size and nature of the goods.

PAYMENT TERMS

The contract signatory agrees to be responsible to pay all monies in full pursuant to this **Accommodation Agreement**, including where the invoice has been requested to be addressed to another person, company or entity.

Full pre-payment of the total amount of the booking (based on the total estimated value of the booking) must be made prior to the date of arrival (unless otherwise arranged with the College). Payment must be by credit card (Bankcard, Visa, Mastercard), EFTPOS or bank cheque. Personal and company cheques may only be presented with prior approval from the Promotions and Development Officer. The deposit securing the booking is in addition to this amount and may be withheld by the College until each room occupied by the Client or members of a group has been inspected by College staff. The College reserves the right to retain the security deposit to pay for any loss or damage caused by the Client or any member of a group booking as agreed by the contract signatory.

CHECKOUT

All guests are required to checkout by 10.00am on the day of departure or pay an additional room charge. Clients are responsible for returning all keys and security cards issued during check-in when departing the College, and must pay the replacement cost for any unreturned items.

CANCELLATIONS

In the unfortunate event of cancellation the following terms will apply:

- a) **All cancellations must be made in writing.**
- b) If the Booking is cancelled prior to sixty (60) days of the date of the booking the deposit will be refunded in full.
- c) If the Booking is cancelled within twenty eight (28) to sixty (60) days of the date of the booking 75% of the deposit will be refunded.
- d) No refunds or deposits (or part thereof) will be given to cancellations within twenty eight (28) days of the date of the booking.
- e) Should the Client's booking experience a decrease in numbers (or rooms being held) in excess of 20% within twenty eight (28) days of the date of the booking, a cancellation charge of 50% of the estimated value of those decreased numbers (or rooms) will apply.

SIGNED ACCEPTANCE

I acknowledge that I have read, understood and agree to the above terms and conditions:

Name of Contract Signatory: _____

Telephone: () _____ Fax: () _____

Signature: _____ Date: _____

(Contract Signatory)

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