



Shortland Alpine Club Co-operative Limited

ABN 42 791 472 128

Mulubinba Lodge
Perisher Valley
Kosciusko National Park

Postal Address:
P O Box 5040
KAHIBAH NSW 2290

SHORTLAND ALPINE CLUB COOPERATIVE LTD BOOKING RULES 2011-2012

PLEASE KEEP

Mulubinba Lodge, Perisher Valley 02 64575292

1. **POSTAL ADDRESSES...**Send all bookings to:

WINTER BOOKINGS:

Graeme McCulloch
63 Elizabeth St.
Floraville, NSW 2280
Fax: Not available.
[email: gemaac@idl.net.au](mailto:gemaac@idl.net.au)
Ph: 0408050500 - 7pm & 8.30pm

SUMMER BOOKINGS:

Bob Towers
P O Box 807
Marks Point, NSW 2280
Fax 49459276
[email: towersengineer@gmail.com](mailto:towersengineer@gmail.com)
Ph: 02 49477060 - 7.30pm & 9.30pm

2. **ENQUIRIES:**

Please direct ALL booking enquiries to whichever of the above postal addresses is appropriate. Please respect the privacy of office bearers of the club by phoning only when essential. They serve in honorary positions for your benefit.

3. **SEASONS AND IMPORTANT DATES:**

Winter Season: extends from Queen's Birthday Weekend to 9th October 2011.

Summer Season: extends from 9th October, 2011 to Queen's birthday weekend 2012.

School Holidays, NSW:

Easter	Good Friday 22nd April, 2011
April	Sunday 10th to Sunday 24th April 2011 (booking weeks)
July	Sunday 3rd July to Sunday 17th July 2011
September	Sunday 25th September to Sunday 9th October 2011

Closing dates for priority bookings	Winter	Friday, 18th March (5pm)
	Summer	Friday, 31 st September, (5pm)

4. **ACCOMMODATION:**

Available in nine bedrooms allocated by the Booking Officer.

Room allocations will be posted on the notice board at the Lodge. Rooming may not be altered without the approval of the Lodge Captain.

5. **BOOKING PROCEDURES:**

5.1 Lodge bookings can be made only by **FINANCIAL** members and **FINANCIAL** affiliates

(member's family list). Members adult independent offspring (19 yrs & over) pay full visitor rates unless they are financial affiliates.

5.2 Payment by cheque for **total amount** must accompany all booking applications.

Payment by electronic transfer must have your name entered on the transfer transaction entry and a copy of the transfer attached to the Request for Accommodation form.

5.3 Bookings are **not transferable** unless authorised by the Booking Officer. Full names of persons applying for accommodation must be provided on the Booking Form except where special arrangements are made with the Board.

5.4 **Week bookings are from noon Sunday to 10am the following Sunday.** Part week bookings will be charged at the daily rate and may not be confirmed until 7 days prior to the start of the booking.

5.5 Booking applications can only be made to the Booking Officer and must be made on the form provided by the club, and received through the appropriate postal address

5.6 Visitors must be recommended by a member or affiliate. The recommending member or affiliate signing a visitor's form accepts responsibility for the behaviour of each person listed on the form and guarantees the visitor will abide by the club rules, and has been made aware of cancellation procedures and penalties.

The Board reserves the right to accept or refuse visitor bookings.

5.7 In cases where visitors are not accompanied by the member during their stay in the Lodge, the Board reserves the right to either refuse, or cancel the booking.

5.8 Age limit. No person under eighteen years of age will be allowed to stay at the Lodge unless accompanied by an adult eligible to make an accommodation booking, or unless special permission is granted by the Board.

6. **BOOKING AND PRIORITY DATES**

6.1 **Winter Season 2011** Priority date 18th March.

To have a winter booking considered as a priority booking, please return a completed form with full payment by 5pm on 18th March 2011. Bookings received by 18th March 2011 will be allocated in order of priority as detailed below (Rule 7). All other winter bookings will be allocated in order of receipt after 18th March.

6.2 **Summer Season 2011-2012.** Priority date 31 September.

If you wish to have a summer booking considered in the priority period please return a completed form with full payment by 5pm on 31st September 2011. Bookings received by 31st September 2011 will be allocated in order of priority as detailed below (Rule 7). All other summer bookings will be allocated in order of receipt after 14th October.

6.3 Members & affiliates must be financial at the date of receipt for priority to be considered.

7. ORDER OF ALLOCATION OF ACCOMMODATION

7.1 Requests for accommodation received during the priority allocation period will be dealt with in the following priority:

Group 1. Members first booking request, one week maximum.

Group 2. Members other bookings

Group 3. Affiliate (member's family list) first booking request, one week maximum.

Group 4. Affiliate member's other bookings.

Group 5. Visitors

Group 1 and 2 will be one of the following combinations:

Members only

Member plus spouse or one guest (sharing a room)

Member plus spouse or one guest and member's dependent children

Member plus member's dependent children

Spouse of member

Spouse of member, plus member's dependent children

Group 3 and 4. Priority applies only to the affiliate accompanied by spouse/ guest (sharing a room) & dependent children.

7.2 All other bookings will be allocated in order of receipt after the close of the priority period.

7.3 Where there are more applications than accommodation available in any week, a ballot system will apply.

7.4 Applicants missing out on their first choice will be accommodated in a week of their alternate choice if room permits.

7.5 Members who are unsuccessful, as a result of a ballot, in obtaining accommodation during the priority allocation period will be given priority for themselves, plus spouse or one guest and dependent children under eighteen for the following year.

7.6 Visitors and affiliates listed on a member's booking application will not receive member's priority.

Similarly, visitors listed on an affiliate's bookings will not receive priority.

8. CANCELLATIONS

8.1 Notify the Booking Officer of a cancellation at the earliest possible time so that the booking can be offered to others. Phone numbers for the respective booking officer are listed on page 1 of this document.

8.2 **All cancellations must be confirmed in writing to the respective booking officer listed on page 1 of this document or by email.**

8.3 All cancellations will incur a minimum administrative fee of \$10.00 per booking.

8.4 Winter cancellation charges

8.4.1 Cancellation before 10th May - \$10.00

8.4.2 Cancellation on or after 10th May are subject to the following charges:

a. Cancellation more than four weeks before the start of booked accommodation, 25% of the booking fee, unless booking is re-allocated

b. Cancellation 4 weeks or less from start of booked accommodation, NO REFUND unless the booking is re-allocated, in which case the charge will be 25% of the booking fee.

8.5 Summer cancellation charges

8.5.1 Cancellation 8 weeks before the start of booked accommodation - \$10.00

8.5.2 Cancellation more than four weeks but less than eight weeks before the start of booked accommodation, 25% of the booking fee unless re-allocated.

8.5.3 Cancellation four weeks or less from the **start** of booked accommodation, NO REFUND unless the booking is re-allocated, in which case the charge will be 25% of the booking fee.

8.6 Written application may be made to the Board for a full refund of accommodation fees if exceptional circumstances have caused the cancellation.

8.7 All refunds are at the Board's discretion.

8.8 Bookings are **not transferable** without the approval of the booking officer.
(make sure your guests are aware of this please)

9. DOORSTOP BOOKINGS.

Where accommodation is made available at the Lodge, the booking officer must be consulted before acceptance. A special charge of \$40.00 in winter, and \$20.00 in summer may be levied in addition to the normal rate. Accommodation charges under these circumstances are payable to the Lodge Captain. Accommodation provided under these circumstances is **NOT encouraged** by the Board and will only be permitted in exceptional circumstances, *after approval from the booking officer.*

10. LODGE RULES

10.1 NO SMOKING. Smoking is not permitted in the Lodge.

Please abide by this rule and make any visitor for whom you are responsible aware of this rule before booking. Infringements will jeopardise future bookings.

10.2 CLEANING DUTIES.

All guests (members and visitors) are expected to carry out their rostered cleaning duties whilst staying at the Lodge.

10.3 FIREARMS AND HOUSEHOLDS PETS are not permitted at the Lodge.