

# **Public Service Officers' Ski Club Co-operative Ltd**

## **(Yalara Alpine Ski Lodge)**

### **Booking Rules**

#### **Updated December 2020**

1. Bookings will not be accepted from any person who has any outstanding account. Bookings requested or recommended by non-financial members will not be considered.
2. Bookings are from 12pm on the arrival date to 11am on the departure date.
3. All bookings must be made by either entering the booking on the online booking system OR by email to the booking manager on the appropriate member's and non-member's booking application form. Applications by post are also acceptable.
4. If the full amount is not paid by the due date the booking will lapse.
5. A non-refundable 20 per cent payment must be paid as soon as the application has been accepted by the booking manager. If the final payment is not received by the due date shown on the invoice the booking will lapse and the deposit will be retained by the Club.
6. All cancellations must be made in writing by email or post to the booking manager. Phone cancellation of bookings will not be accepted.
7. Postponements, substitutions and/or any alterations to bookings must be in writing by email or post and are only permitted with the booking manager's approval.
8. Accommodation fees must be paid by the due date shown on the booking tax invoice. If payment is not received by this date, then the booking may lapse, and any deposit paid will be forfeited. Payments must be clearly marked with the applicant's name and the applicable tax invoice number. Payment can be made preferably by direct deposit into the Public Service Officer's Ski Club Co-operative Ltd (Yalara Alpine Ski Lodge) bank account. Bank details appear on the invoice issued by the Club. If paying by direct deposit a copy of the bank receipt is required to be sent to both the booking manager and treasurer by email or post. Payments will also be accepted by cheque made out to Public Service Officer's Ski Club Co-operative Ltd.

9. Telephone enquiries will not be regarded as an application for booking until confirmed by email or in writing. A non-refundable deposit applicable to members and non-members must be paid by the date shown on the tax invoice to secure booking.
10. Booking applications for members and their immediate family for the winter season will be accepted from February 1 each year until March 1 each year, with preference for school holiday periods given to members who have school-aged children or are schoolteachers at either primary/secondary schools or TAFE colleges.
11. Non-members booking applications will be accepted from March 1 each year and will be considered if accommodation is available.
12. All bookings application will be accepted for processing at the end of the members'-only booking period, after March 1. Non-member applications will not be accepted until eight weeks prior to the nominated arrival date.
13. Booking applications of up to four weeks will be considered as multiple bookings. As Yalara is a club lodge, other applications need to be considered and after allocation of the first week the remaining time will be considered as a second preference to other booking requests and only if accommodation is available. This may also require room changes. Bookings requested for a period of more than four weeks are subject to the approval by the board of directors.
14. A child is defined as:
  - Aged between three years and 18 years at the time of their stay at the lodge. The child's date of birth must be disclosed on the booking form.
  - If less than three years of age at time of staying at the lodge, then this child stays for free.
15. Bookings will not be accepted from those under the age of 18 unless accompanied by an adult parent and/or adult guardian and/or adult nominated by the parent or guardian. Medicare and all relevant medical details are required in the case of an emergency. Perisher Medical Centre does not Bulk Bill.
16. A financial member is entitled to nominate one person per calendar year whose accommodation rate will be that of a member's associate.

17. The booking manager is responsible for room allocation. Room preference requests cannot be considered.
18. Guests may be requested by the booking manager to share a room with other guests of the same gender.
19. At the discretion of the Booking Manager and only in the Summer season the whole Lodge may be booked out exclusively by a member. The rate to be charged is 24 times the summer member booking rate.
20. In the summer season, if your booking is in excess of \$1500, then you will be given a 50% reduction on all amounts over and above \$1500.
21. For the period commencing on the June long weekend and until the end of the October school holidays, and for the Christmas/New Year period, 80 per cent of fees paid will be refunded where four weeks' notice of cancellation is given prior to the date of the commencement of the booking. Where less than 4 weeks' notice is given and the accommodation is subsequently filled, 80 per cent of the booking fee paid will be refunded. Please note the Board has a discretion to refund the full amount in certain circumstances.
22. When there is insufficient space in the lodge to accommodate booking requests during peak periods such as school holidays then a ballot may be conducted and a maximum of one week stay per member will apply.
23. Where a ballot is conducted any member, who does not obtain a booking will receive preference in the following year.
24. If accommodation is available during school holidays, and after the initial booking period of February 1 to March 1, then any financial member or non-member may request a booking during that period.

**These rules have been approved on behalf of:**

**The Board of Directors**

**Public Service Officers' Ski Club Co-operative Ltd**

**Yalara Alpine Lodge**