



KULIN HOSTEL BOOKING APPLICATION FORM

Please complete all sections of this form and return to the Shire of Kulin for determination of hire costs approval.

PART A - HIRER DETAILS

Name of Group/Organisation <input type="checkbox"/>
Contact Person <input type="checkbox"/>
Address
Email
Phone

PART A – ACCOMODATION REQUIREMENTS

Arrival Date
Departure Date

Number of Adults (18+)	Male	Female
Number of Children	Male	Female

	Yes	No
Linen Required	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen Required	<input type="checkbox"/>	<input type="checkbox"/>
BBQ Facilities Required	<input type="checkbox"/>	<input type="checkbox"/>
Laundry Facilities Required	<input type="checkbox"/>	<input type="checkbox"/>

PART C – HIRE TERMS

1. A \$20 key deposit is required for each key that is given out. The deposit will be returned once the keys have been returned.
2. No food, drinks, chewing gum or alcohol allowed in the dorms.
3. Rooms will be inspected on departure and all damages must be paid for.
4. Noise must be kept to a minimum – with an **11pm curfew.**
5. Smoking and the burning of candles is not permitted inside the hostel – smoke alarms are fitted, any emergency call outs will be at the expense of residents,
6. NON residents are **NOT** permitted on retreat premises.
7. Upon your departure, the hostel must be left in the same condition as when you or your arrived.
8. Bathrooms must be kept clean, dishes must be done daily, bench tops and cupboards must be wiped down regularly, rooms must remain neat and tidy and rubbish must be placed in the wheelie bins provided.
9. Dirty linen (sheets, pillowcase and doona cover) must be placed in the laundry baskets provided in the entrance foyer before departure before 8.30am. Please leave doona folded on the bed.

PART D – PAYMENT

	Yes	No
Application is made that the Fees & Charges associated with this booking be invoiced to the Business / Club / Group	<input type="checkbox"/>	<input type="checkbox"/>
Fees & Charges associated with this booking will be paid in advance	<input type="checkbox"/>	<input type="checkbox"/>

PART E - DECLARATION

I hereby make application for the booking of the Kulin Hostel, to utilise facilities and services and will not hold liable the Shire of Kulin and its agent, employees for any personal injury or loss of property.

I/We have read and understood the above Kulin Hostel Rules and agree to uphold them.

The booking is tentative until confirmed by Shire of Kulin.

Name: _____ Date: _____

Signature: _____

OFFICE USE

Hire Charge	\$	Receipt #		Receipt Date	
Key Number		Key bond paid and retained	Yes	No	
Key Bond	\$				
Key Returned	Yes <input type="checkbox"/> No <input type="checkbox"/>	Bond Refunded	\$	Date	Signed