

# **MANSFIELD HOUSE APPLICATION FORM**

***(This form must be completed in full and returned to our office before final payment.  
No acceptance or key will be given unless this form has been received by our office)***

## **BOOKING DETAILS**

*Arrival Date & Approx. Time:* \_\_\_\_\_ *Departure Date:* \_\_\_\_\_

*No. of Adults:* \_\_\_\_\_ *No. of Children:* \_\_\_\_\_ *Ages:* \_\_\_\_\_

## **GUEST DETAILS**

*Guest Name/s:* \_\_\_\_\_

*Street Address:* \_\_\_\_\_

*City/Country:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Post Code:* \_\_\_\_\_

*Licence No.:* \_\_\_\_\_ *Car Rego:* \_\_\_\_\_

*Daytime Contact No.:* \_\_\_\_\_ *Mobile No.:* \_\_\_\_\_

*Emergency Contact Name & No.:* \_\_\_\_\_

*Email Address:* \_\_\_\_\_

*How did you hear about us:* \_\_\_\_\_ *Website Name* \_\_\_\_\_

## **TERMS AND CONDITIONS**

**1.** The number of occupants is restricted to the number of adults and children on this registration form. **2.** The guest shall be liable for any loss or damage whatsoever caused by the guest to the owner's property and the guest agrees to pay for any damage, breakages or extra cleaning service required of the premises by deduction from the Bond without further correspondence. **3.** No responsibility whatsoever is taken for the property of the guest on or near the premises. The guest is responsible for insuring his/her/their property. **4.** Where applicable the guest shall comply with all of Mansfield House rules and regulations and shall not create or permit any noise or nuisance, which is likely to interfere with the peaceful enjoyment of any person occupying adjoining houses. **5.** No animal or bird shall be kept on the premises. **6.** No liability is accepted in contract or for any injury, debt, damage, loss, delay, expense or inconvenience caused directly or indirectly by events beyond Mansfield House's control, or which are not caused by neglect or default by Mansfield House.

I hereby confirm that the above named persons are the only people to occupy the property for the period and undertake to be bound by the terms and conditions for letting stated on this form.

### **Payment Terms**

- 50% deposit is required on confirmation of booking
- Balance of accommodation fee payable 14 days prior to commencement of stay or booking may be subject to cancellation.
- Full payment required for bookings less than 14 days in advance of stay.
- Bond payable: \$500 by bank deposit or electronic funds transfer. Full bond is refunded by electronic funds transfer upon confirmation all is well at the property after your stay.
- All payments and bond payments by bank deposit or electronic funds transfer.

### **Cancellation Policy**

- Full refund is available if house is re-let prior to occupancy date.
- With more than 30 days notice from intended occupancy date – half of deposit refunded.
- Less than 30 days notice, all rental monies received will be forfeited.

### **Check in / Check out**

- Check in time is 2.30pm
- Check out time is 11.30am
- If there are not back to back bookings on the day you arrive or leave we are normally happy to extend these times. Please advise us if you wish to check in early or check out late, so we can make arrangements with our cleaners.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to: Mansfield House by FAX: 03 9728-3802 or scanned email  
(please call to let us know your about to send your fax)**