

Alice Springs Student Accommodation Booking Form

*N.B. 2x NIGHTS MINIMUM STAY

Booking contact:

If you are booking a room on behalf of the guest/s, please provide your contact details:

First Name: _____ Last Name: _____

Email: _____ Phone: _____

Organisation/Faculty/Department: _____

Booking for an individual

Is the guest a CDU staff member? Yes No
If yes, are you travelling on official CDU Business? Yes No

Arrival Date: _____ Departure Date: _____

Guest First Name: _____ Guest Last Name: _____

Email: _____ Phone: _____

Room type: Single Dual

Special Request if any: _____

Purpose of Stay (provide details): _____

Booking for a group

Details of Guests in Group
(Please list details for all guests)

First Name	Last Name	Arrival	Departure	Gender M/F/O	Date of Birth

Accommodation Booking Form

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Group Booking Terms and Conditions:

(Please tick the box to agree to the Group Terms and Conditions)

8 weeks prior to the date of arrival, Accommodation Services requires that a 50% deposit is paid with a Purchase Order attached to confirm the booking.

Between 4 and 1 week prior to the date of arrival, reasonable amendments can be made to the booking with a \$50 administration fee charged for any cancellations for group members, but the accommodation charge for each person will be refunded. If the group booking is cancelled during this time, the deposit will be forfeited.

7 days prior to the date of arrival, the final balance payment must be received.

If you would like to book a venue (classroom, dining space, conference room and etc.), please complete the [booking form](#) and send your request to roombookings@cdu.edu.au

Conditions of Residence:

All residents/guests are required to adhere to the *Terms and Conditions of Residency, the Student Residence Code of Conduct, the Charles Darwin University (Student Residences) By-laws, and all other relevant governing documents of the University.* Upon arrival, residents/guests will be required to sign and accept these documents. If you are booking on behalf of another person, please ensure that you refer the guest to the web page: <https://www.cdu.edu.au/locations/alice-springs-campus/alice-springs-accommodation>

Payment options:

OAS will email you an invoice once your application has been received. Payment is required within two (2) weeks of the arrival date to confirm the booking. If the arrival date is within two (2) weeks of the booking being confirmed, then payment is required within two (2) business days. If you wish to pay directly, please visit: [Online payment](#).

For group bookings, please read the [Group Bookings Confirmation and Cancellation Terms and Conditions](#).

Organisation will pay invoice

Guest will pay invoice

Please complete below:

*Accounts contact: _____

*Postal address: _____

*Accounts email: _____

For CDU Bookings only:

*Financial delegate name: _____

*Financial delegate signature: _____

*Cost code (Activity & Cost Centre required): _____