



Accommodation Services
HORSHAM RESIDENCE
(29 O'Connor Street, Horsham)
University of Ballarat Students/Staff
SHORT TERM ACCOMMODATION RESERVATION FORM

Name: _____

Permanent Address: _____

Address where invoice is to be sent: _____

Student Number: _____ **Staff No:** _____

Phone: _____ Mobile: _____ Fax: _____

Email: _____

Arrival Date: ____/____/08

Departure Date: ____/____/08 Departure Time: 10.00AM

Prices: (GST Inclusive)

Weekly	\$135/room
Daily	\$75/ room
4 Students for 1-3 nights	\$65 each

Guest Information

- Keys are to be collected from Pauline Schmidt, Administration – Horsham Campus.
- Keys are to be returned to Pauline Schmidt by 10am on day of departure.
- Notification of cancellation must be given 24 hours prior to set booking, failure to do so will incur a fee of 1 wks tariff.
- House is fully furnished with shared cooking and common areas available to all guests. Full cooking equipment and linen is provided.
- Driveway parking available – No parking on lawns.
- Rooms are all provided with individual door locks.

Payment

- Internal cost will be completed by journal.
- Where guest is responsible for the account an invoice will be sent to the address listed above – payment due within 7 days.

If you require further information please contact Penelope Irish on 03 5327 9480 or at email address p.irish@ballarat.edu.au

Please complete this form and return with payment by mail to:

University of Ballarat
Accommodation Services
P.O. Box 575
Ballarat Vic 3353

Please make cheques payable to University of Ballarat