



# Accommodation Services

## SHORT-TERM ACCOMMODATION RESERVATION FORM

All sections of this form must be completed and returned with payment otherwise form will be returned and booking cancelled.

**GUEST NAME/S:** \_\_\_\_\_

**ACCOUNT ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**MOBILE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**ARRIVAL DATE:** \_\_\_\_\_

**ARRIVAL TIME:** \_\_\_\_\_

**DEPARTURE DATE:** \_\_\_\_\_

**STATUS (please Circle)**    Staff of UB    Post Grad Student of UB    Other (please detail)

**No OF ROOMS:** \_\_\_\_\_

**PROPERTY:**                    On campus (Peter Lalor Hall)

**TARIFF:**                        \$48.00 PER PERSON/PER NIGHT (1 or 2 nights stay)  
\$45.00 PER PERSON/PER NIGHT (3 or more nights)  
\$42.00 PER PERSON/PER NIGHT (7 or more nights)

**CAR PARKING REQUIRED:**    YES / NO

**MAP REQUIRED:**                YES / NO

### General Information

- Keys are to be collected from the Accommodation Services Office during business hours, unless other arrangements are made.
- During the Semester Car Parking within the halls of residence car part is not available.

### Check-in

Please check-in at the Accommodation Services Office during business hours – Monday to Friday 8.45am to 5pm.

### Check-out

Check-out time is 10.30am on your day of departure. Please return your room key to the Accommodation Services Office. A key deposit is available for out of hour's departures.

### Cancellation:

Please notify the Accommodation Services Office of cancellation 24 business hours prior to check in date to avoid financial penalty. No refunds will be given for cancellation after check in date, for late arrival or early departure.

If you require further information please contact Ellie Beer on 03 5327 9480 or [e.beer@ballarat.edu.au](mailto:e.beer@ballarat.edu.au)

PLEASE COMPLETE FORM AND RETURN BY FAX TO (03) 5327 9484

OR MAIL TO:

UNIVERSITY OF BALLARAT,  
ACCOMMODATION SERVICES  
P.O. BOX 575, BALLARAT, VIC 3353

**Please make cheques payable to University of Ballarat.**  
**If you would prefer to pay by Credit Card an authorisation form can be downloaded at**  
[http://www.ballarat.edu.au/accommodation/documents/Creditcard\\_authorisation.pdf](http://www.ballarat.edu.au/accommodation/documents/Creditcard_authorisation.pdf)