

### ***These are the Terms & Conditions for a Standard Booking***

All bookings require credit card details to confirm.

Check-in is available from 2pm on the day of arrival. Check-out time is 10am on the day of departure.

Early check-in and/or late check-out is by arrangement only and will cost an extra \$10 per hour.

### **Cancellation Policy**

Cancellations made 48 hours or more prior to your scheduled arrival will incur no charges. Confirmed reservations that are cancelled within 48 hours prior to arrival will be charged full payment of booking against the credit card number held on file.

If a bank deposit has been paid then this will become non-refundable for unfulfilled bookings.

### **Deposit Policy**

No reservation will be secured or guaranteed unless a valid credit card number or deposit for the full room rate for the booking is received within five (5) working days from the time the reservation was first made.

### **Final Payment**

Final payment for all accommodation is required to be paid in full on the day of departure.

Airport Manor Inn accepts the following forms of payment: Visa, Mastercard, American Express and Diners Club. Payments made by Eftpos or Cash must be made with \$100 refundable bond unless valid credit card details are provided.

We do not accept cheque payment unless arrangements have been made with management prior to arrival.

### **Additional Services**

Airport Manor Inn provides additional services to all guests. These include telephone access, Internet access, photocopying

- Local and national telephone calls : rated by Telecom
- Photocopying & fax
- Laundry uses

### **Additional Charges**

- Lost Keys
- Damage to rooms: cost of repair
- Breakages: cost of replacement
- Missing chattels: cost of replacement
- Return of lost property: cost of courier/postage

## **Smoking**

Smoking is strictly prohibited in all our motel rooms. Management requests that guests respect and adhere to this policy at all times. If this fails, we reserve the right to charge for 1 night as we are not able to sell the room for more than 1 night.

## **Group Bookings Terms & Conditions**

### **Group Definition**

A group is defined as 2 or more rooms booked for people requiring accommodation for the same itinerary and/or common purpose. Airport Manor Inn reserves the right to amend all terms and conditions of this type of bookings.

### **Cancellation Policy**

Confirmed group booking reservations cancelled within 14 days prior to arrival will incur no extra charge. Bookings cancelled within 7 days will incur a cancellation charge of 50% of the total booking charge. If credit card details are held, the charge will be debited against the credit card number.

### **Deposit Policy**

No group booking reservations will be secured or guaranteed unless valid credit card details are provided or a deposit for at least 50% of the booking total is received. This must be paid within 5 working days from the time the reservation was first made.

### **Inspection**

On the morning of departure, the group leader must be available for an inspection of all rooms utilised by the group. Any additional cleaning charges or damage charges will be discussed at this time

### **Extra Policies**

All other policies are same as normal bookings