

Accommodation Requests and Bookings valid from 01/02/2019

Note: Members who have monies owing to the Club are not eligible to use any KVSC facilities.

Seasons and rates

- Winter season begins on the Friday at the commencement of the Queen's Birthday long weekend in June. The winter season will close when advertised by Falls Creek Resort Management.
- All other times of the year are considered summer season.
- Accommodation rates are as published on the KVSC website at www.kvsc.com.au.

Travel Insurance

- **Members and guests should give consideration to travel insurance to cover their losses should they cancel a booking.**

Accommodation Request forms

- **Accommodation inquiries can be made by email to the Booking Officer kvsc.booking@gmail.com.**
- All bookings are to be made on a current Accommodation Request form which is available from the Booking Officer. Please note instructions for new form follow on page 2.
- 'Home-made' request forms or other formats are not acceptable
- All payments to be advised by email to booking officer at kvsc.booking@gmail.com
- Payments are to be made into : **KVSC Pty Ltd Westpac Albury BSB 032 736 Account 131114 in the name of the member and indicate the dates booked**

Summer season

- Accommodation inquiries for the current summer can be made at any time by email to the Booking Officer kvsc.booking@gmail.com.
- A fully completed Accommodation Request form is to be submitted, accompanied by payment for the booking.
- Payments by direct deposit are to be made in the name of the member and indicate the dates booked.
- Bookings for accommodation are to be finalised by payment of the full fee 21 days prior to the date of arrival.
- Requests for refunds must be made in writing to the Booking Officer.
- Refunds are made only at the discretion of the Board of Directors.

Winter season

- **Accommodation requests for Winter Season & following summer period and Easter, will be opened by email from 1st April each year.**
- Allocation of beds and rooms will be made based on the details supplied on the Accommodation Request form. In this process, members take preference over guests for beds and particular emphasis will be placed on fully utilizing the lodge throughout the season.
- Members will be then advised around April 21st of the success of their request.
- A booking will not become effective until the deposit is paid. This payment is non-refundable.
- Members will have 7 days to confirm the booking by payment of \$15/bed/night deposit. If deposit is not received into KVSC account within 7 days, beds automatically become available for other member and guest bookings.
- Bookings for accommodation are to be finalised by payment of the full fee 28 days prior to the date of arrival.
- Requests for refunds must be made in writing to the Booking Officer.
- Refunds are made only at the discretion of the Board of Directors.

Guests

- Guest bookings will only be accepted from a sponsoring member.
- The sponsoring member is responsible for all payments and communication regarding the booking.
- The sponsoring member must ensure that their guests are aware of and abide by the family friendly and inclusive ethos of the Club.
- The sponsoring member must accompany their guests for the duration of their stay, or arrange for another member to accept this responsibility.
- The Booking Officer is to be advised of any alternative arrangements involving guests before they are made.

Change-over

- Move in: Only after 2.00pm, keeping out of the way of the departing group.
- Moving out: Rooms vacated by 12.00pm. Lodge fully cleaned, ready to depart before 2.00pm.

How to use Kiewa Valley Ski Club 2019 booking request form

NB: Please use a NEW booking form for each booking requested.

1. Go to <https://www.kvsc.com.au> or request copy form Booking Officer at kvsc.booking.com.au
2. Save the blank booking form to your computer as 'KVSC Booking form'
3. Only one booking per form. Members and guests may have different arrival / departure dates but please do not use the one form for multiple visits to KVSC.
4. Starting at first row fill in names, one row per person.
5. Select 'Member' or 'Guest'
6. Select 'Adult' or 'Child'
7. Add arrival date in form dd/mm/yy. Day of week will automatically be added.
8. Add departure date in dd/mm/yy. Day of week will automatically be added.
9. Select 'Winter' or 'Summer'.
10. Number of weeknights, weekend nights and costs will be automatically calculated.
11. Repeat for each person in your booking.
12. Complete details of member, email and contact phone number.
13. When each person's details have been added, save your completed form with a relevant name such as your family name with date of arrival i.e Doyle July 1 2019 (that way you will still have a blank booking form ready for next time.)
14. Take note of calculated deposit. This will be required within 7 days after you receive notification that your booking can go ahead. Do not pay deposit until Booking Officer has advised you of outcome of your request.
15. Take note of date when balance is due. Balance is due four weeks prior to arrival. Late payment means you may lose your booking. It is booking member's responsibility to ensure payment is timely.
16. Email your completed booking form to kvsc.booking@gmail.com

IMPORTANT: Your booking is not confirmed until the non-refundable deposit is paid.

All payments to be notified by email to kvsc.booking@gmail.com.
Please use last name and arrival date as reference.

Trouble shooting

- **Ensure you commence entering names at the first row below headings.**
- **Costs will only be calculated once ALL options are selected i.e. Member / Guest, Adult/child, Winter/Summer. Incomplete forms will be returned to sender and could delay processing of the request.**