

BLUE SKIES BOOKING AND PAYMENT POLICY

BOOKING

- PENDING bookings or RESERVATION
 - This is just a reservation and not a confirmed booking until the deposit has been paid.
 - If the deposit has not been paid one month prior to the group's arrival date then the reservation will be removed from the bookings – unless prior written agreements are reached.
 - The Reservation is also a Tax Invoice and includes Blue Skies bank account and GST details - for the deposit to be paid.
 - Indicative Rates can be found on our website under Catering and also under Group Accommodation. Rates are subject to change.
- A DEPOSIT must be paid to CONFIRM the booking.
- Deposits cannot be transferred to another booking – even for the same guest.
- Deposits become non-refundable 4 months before the group's arrival date.
- Once the deposit has been paid the group's contact will be sent a CONFIRMATION of their booking; please check these details.

ARRIVAL / STAYING

- A minimum two night stay applies for weekends and a three night minimum stay for public holiday weekends.
- Arrival times are after 3pm on day of arrival and departure by 11am on final day....unless prior written arrangements are made.
- Numbers and dietary requirements are required at least one week prior to the group's arrival, if Blue Skies is catering – these numbers plus any extras will be used for invoicing purposes.
- The Group's Leader is expected to sign-in and complete the Blue Skies' Health and Safety induction for the group they will then be able to collect the keys – we ask that this can be completed by 5.30pm on the day of arrival; unless prior arrangements have been made.
- Rates / minimum fees are explained in our Indicative Rates Document...these apply unless a written quote has been supplied by Blue Skies, our rates can be subject to change; please enquire at the time of booking.
- Minimum fees apply for all booked facilities – please ensure you are only booking what your group requires.
- The group's leader will be responsible for the behaviour and health and safety of all of the group's members, including visitors and contractors associated with the group. Please see our Health and Safety for Visitors and Welcome Guidelines.

EXITING

- Please report any incidents, near misses and any damage, to the duty manager or on the check-out form
- Checking in and exit cleaning requirements are explained in our Check-In / Check-out Procedures – on our website: under Health and Safety and also under Group Accommodation
- On Checking out the group's leader needs to supply the group's numbers for members staying in each facility and also for day visitors
- Payment Terms are 7 days from date of invoice