



## Terms & Conditions for Chittick Lodge

### BOOKING INFORMATION:

- Minimum number required for bookings is 10. Bookings commence at 3:00pm, and departure is by 10:00am weekdays, and 3:00pm on weekends. However, we try to be flexible and if these times do not fit with your plans, we'll see what we can do (dependant on other bookings).
- A \$500 deposit is required and indicates an understanding and acceptance of Chittick Lodge's terms and Conditions.
- We like to have the final numbers at least 10 days ahead of your arrival so that we can ensure that everything is in place to meet your needs. As you will appreciate, this is particularly necessary where we are catering for the group. An invoice will be generated at this time for all costs associated with your group's visit.
- As we are a small business operating self-contained accommodation with our guests' complete privacy in mind, we do not provide a house keeping service and you need to leave the place as you find it.
- **Noise Curfew**– Strictly no noise **between 9:30 pm and 8:00 am**.

If the group is exhibiting excessive noise that can be heard from neighbouring properties between the curfew hours that disturbs their peace and quiet, they will be asked to leave the property immediately and will not be accepted back.

### WHAT YOU WILL NEED TO BRING WITH YOU:

- Please bring sleeping bag or sheets, blankets/doona, pillow, toiletries and towel.
- Provided in the rooms: Hand soap, Hand sanitiser, bath mat, wall fan and heater (winter only).

### ORGANISER/GROUP LEADER RESPONSIBILITIES:

Your assistance would be very much appreciated with the following matters.

- Arrival/departure times – please notify the Host if your arrival or departure times are likely to vary by more than half an hour as the Host does not live on site.
- Ensure that any group members under 18 years of age have appropriate parent/guardian consent and are supervised by 'house parents'.
- First Aid – it is the responsibility of each group to provide its own First Aid equipment and officer. In the case of an injury or illness the group leader must fill out an Incident Report form contained in your information pack and give a copy to the host.
- Would you please ensure that people using the electronic equipment have a reasonable level of skill and that the equipment is only used for group activities.
- Kindly ensure that the facilities are kept clean and tidy during your stay. On departure please ensure that any furniture that may have been moved is returned to its original position.
- School Groups – It is the leaders responsibility to personally check each and every room/ dorm room to make sure all items of clothing has been removed, rubbish has been picked up off the ground and has been placed in the correct bin provided. If we have to do any extra cleaning your group will be charged \$100.
- Self Catering Groups- The kitchen and dining room needs to be left how you find it. All crockery needs to be washed and stacked neatly and all kitchen utensils/trays need to be washed properly and put back in correct spot.
- Rubbish – Please make sure the correct bins are used. All recyclables to go in the yellow bin, all food and scraps to be placed in the green organics bin and anything else to go in the red land fill bin. If we find the correct bins have not been used, you will be charged an excess bin fee of \$100.
- All breakages and losses of the venue's property or equipment are to be reported to the Host. The cost of repair/replacement will be invoiced to the group.
- Guest's property is their responsibility – Chittick Lodge does not accept responsibility for any loss or damage.
- Guide Dogs excepted, no animals on site please.
- We do not allow excessive alcohol consumption, however a quiet drink is permitted.
- Strictly no Smoking or drug use anywhere on Chittick Lodge property.
- All vehicles parking at Chittick Lodge is at the owners risk.

## IF YOU HAVE TO CANCEL YOUR BOOKING:

- We appreciate that when people make bookings they do not do so lightly and it is often disappointing for them to have to cancel. However, it is sometimes difficult to re-book another group especially at short notice. If you cancel your booking within 2 months of your arrival you will forfeit 50% of the booking fee.

## TERMINATION OF BOOKING:

- All staff and the facilities here at Chittick Lodge must be treated with the utmost respect during your stay. Chittick Lodge has the right to terminate your booking without notice for breach of the terms including the rules.

## INSURANCE:

- We ask the person in charge of meals for self-catered groups to complete and submit the Kitchen Usage Authority form which will be provided at the time of booking. Self-catered groups are required to provide a Certificate of Currency for Public Liability Insurance.

## FOR YOUR SAFETY:

- Emergency Procedure Notices are posted throughout the venue and guests should make themselves familiar with the arrangements in case of an emergency. Evacuation procedures are listed in each room on the back of the door.
- Firefighting equipment – fire extinguishers and hoses are located around the site for use in an emergency. If tampered with otherwise, a charge of \$300 will be incurred by your group.
- There is a defibrillator on the premises which is only to be used in the case of an emergency. If tampered with otherwise, a charge of \$400 will be incurred by your group.
- Kiama Council does not permit the lighting of any fires in the open.
- Fire Pit – Please see Directions on website for Fire pit use.

## WHERE CHITTICK LODGE IS CATERING:

- Special dietary requirements – vegetarian/vegan, gluten free, nut free or lactose free/ dairy free will be met wherever possible. The utmost care is taken in all food preparation and handling however this kitchen is a shared facility.  
Anything other than these will need to be negotiated with the caterer and we may or may not be able to accommodate dietary needs.
- The meal times are: Breakfast 8am, Morning Tea 10:30am, Lunch 12.30pm, Afternoon Tea 2:30pm and Dinner 6pm
- It might seem a long way in advance but the caterer does require final numbers 14 days ahead of your visit and this is the number you will be invoiced for. **No refund** is available on meals provided after this date.
- Full Onsite catering:  
Continental breakfast, Morning tea, Lunch, Afternoon tea, dinner and dessert  
Additional items: Extra \$3 pp  
Hot breakfast and supper
- School Group catering includes:  
Continental Breakfast, Packed Morning tea and lunch, Dinner & Dessert  
Additional items: Extra \$3 pp  
Hot breakfast and supper

## **PRICES:**

### **Full onsite Catered Group package:**

Accommodation + Continental Breakfast, Morning Tea, Lunch, Afternoon Tea, Dinner and Dessert

#### **Groups of 34 and under: Minimum 4 guests per room**

##### **Rooms with ensuites:**

This consists of 9 dorm rooms which sleep up to 8 guests with an ensuite in each. Numbers of rooms allocated will depend on the number of guests.

Up to 20 guests will be allocated 5 rooms

20-34 guests will be allocated 9 rooms

- May – August  
Adult: \$110 per person per night  
Child 3-11: \$100 per person per night
- September – April (Peak Season)  
Adult: \$115 per person per night  
Child 3-11: \$105 per person per night

##### **Full Lodge:**

If you are a group looking to spread with minimum guests in each room over the whole complex this is what you are after.

This consists of 9 ensuite rooms, 5 dorm rooms, and 2 male and 2 female shared bathroom facilities.

- May – August  
Adult: \$120 per person per night  
Child 3-11: \$110 per person per night
- September – April (Peak Season)  
Adult: \$125 per person per night  
Child 3-11: \$115 per person per night

##### **Groups 34 and Over:**

You will be allocated rooms to suit your groups numbers with a minimum 4 people per room.

- Adult: \$108 per person per night  
Child 3-11: \$98 per person per night

**Day Visitors:** \$30 per day + Food costs.

This rate covers 9am – 5pm. Anything over these hours will be charged at full rate.

# School Group Catered Package:

Accommodation + Continental Breakfast, Packed Morning Tea and Lunch, Dinner and Dessert

## Groups of 34 and under: Minimum 4 guests per room

### Rooms with ensuites:

This consists of 9 dorm rooms which sleep up to 8 guests with an ensuite in each. Numbers of rooms allocated will depend on the number of guests.

Up to 20 guests will be allocated 5 rooms

20-34 guests will be allocated 9 rooms

- May – August  
Adult: \$107 per person per night  
Child 3-11: \$97 per person per night
- September – April (Peak Season)  
Adult: \$112 per person per night  
Child 3-11: \$103 per person per night

### Full Lodge:

If you are a group looking to spread with minimum guests in each room over the whole complex this is what you are after.

This consists of 9 ensuite rooms, 5 dorm rooms, and 2 male and 2 female shared bathroom facilities.

- May – August  
Adult: \$117 per person per night  
Child 3-11: \$107 per person per night
- September – April (Peak Season)  
Adult: \$122 per person per night  
Child 3-11: \$112 per person per night

### Groups 34 and Over:

You will allocated rooms to suit your groups numbers with a minimum 4 people per room.

- Adult: \$103 per person per night  
Child 3-11: \$93 per person per night

## **Self Catered Groups:**

Accommodation + access to our accredited commercial kitchen and all it offers including gas, water, electricity, tea/coffee facilities, cleaning supplies, bin liners, cling wrap/foil/baking paper etc.

### **Groups of 34 and under: Minimum 4 guests per room**

#### **Rooms with ensuites:**

This consists of 9 dorm rooms which sleep up to 8 guests with an ensuite in each. Numbers of rooms allocated will depend on the number of guests.

Up to 20 guests will be allocated 5 rooms

20-34 guests will be allocated 9 rooms

- May – August  
Adult: \$60 per person per night  
Child 3-11: \$50 per person per night
- September – April (Peak Season)  
Adult: \$65 per person per night  
Child 3-11: \$55 per person per night

#### **Full Lodge:**

If you are a group looking to spread with minimum guests in each room over the whole complex this is what you are after.

This consists of 9 ensuite rooms, 5 dorm rooms, and 2 male and 2 female shared bathroom facilities.

- May – August  
Adult: \$70 per person per night  
Child 3-11: \$60 per person per night
- September – April (Peak Season)  
Adult: \$75 per person per night  
Child 3-11: \$65 per person per night

#### **Groups 34 and Over:**

You will allocated rooms to suit your groups numbers with a minimum 4 people per room.

- Adult: \$60 per person per night  
Child 3-11: \$50 per person per night

**Day Visitors:** \$30 per day. This rate covers 9am – 5pm. Anything over these hours will be charged at full rate.