



**Mandelbaum House**  
within The University of Sydney

## MANDELBAUM HOUSE CONFERENCE & GROUP BOOKINGS TERMS AND CONDITIONS

### 1. Deposits

The College requires a **holding deposit** at the time of booking a block of accommodation rooms. The holding deposit will be \$300 for bookings of 15 rooms or fewer, and \$600 for bookings of 16 rooms or more.

The holding deposit will be **refunded in full** if the booking is cancelled in writing more than six calendar months prior to the arrival date indicated at the time of booking.

A **confirmation deposit** representing 25% of the total accommodation costs of confirmed room numbers will be payable four calendar months prior to arrival date. This confirmation deposit is in addition to the holding deposit.

### 2. Confirmed accommodation numbers must be given four months before arrival date, at the time of payment of confirmation deposit.

A **final room list** is needed four weeks prior to arrival date. Please provide the following details for each guest: Title, first and surname, gender, arrival date and estimated time of arrival, departure date, email address or phone number, any special needs including dietary requirements. For people sharing a suite details for both are required.

If **final numbers** (as given in the final room list) fall more than 10% below the confirmed accommodation numbers, a cancellation fee will be charged equal to one night's accommodation for each of the held rooms not used.

If guests included in the final room list do not arrive at College, rooms will be held for one day only. The conference will be charged one night's accommodation.

### 3. Cancellations

If you cancel your booking, please notify the College in writing. The College will retain your holding deposit if you give less than six calendar months' notice. The College will retain 50% of your confirmation deposit if you give less than four calendar months' notice. Your holding deposit will be retained. The College will retain both the holding deposit and the confirmation deposit in full if you give less than 30 days' notice.

### 4. Payment

The balance of payment is due prior or on arrival.

**Refund of Unused Deposit:** After all accounts have been settled any remaining deposit amount paid by the organiser will be refunded.

### 5. Functions

If you are holding a function at the College during your stay, it must be confirmed in writing 14 days before the event. This would include menus, beverage arrangements, outside entertainment, audio visual requirements, room set up, event running sheet, expected guest numbers, flowers, and any other special requirements.

The College will confirm final costs, guest numbers and arrangements in writing seven days before an event. You will be asked to approve these arrangements as the basis of your charges.



**Mandelbaum House**  
within The University of Sydney

**6. Check in / check out**

Normal check in time is 2pm. Where possible, special arrangements can be made for early check in. Check out time is 10am on the day of departure.

The Mandelbaum House office is open from 8.30am to 4.30pm on Monday - Thursday and 8.30am - 2.00pm on Fridays. If guests are scheduled to arrive out of these hours, it is important that the College knows in advance so that alternative arrangements can be made. Please provide estimated times of arrival with final rooming list.

Luggage can be held by the College on the day of check out for that day only. There is a fee of \$25 for each keycard and \$50 fee for each key not returned to the College on the day of departure.

**7. Smoking**

Smoking is not permitted anywhere in the College including the balcony areas and the roof top.

**8. Loss, damage or injury**

The College will endeavour to take all possible care but will accept no responsibility for damage or loss of belongings or equipment held on the premises, or injury to any person.

Except in the case of negligence on the part of the College, the organiser releases the College from and indemnifies it against any claim, demand or liability made against or incurred by the College in respect of any loss, damage or injury suffered by any guest or other person concerned with the activities of the organiser.

The organiser is financially responsible for any loss or damage to College property incurred by your guests. Approval must be sought from the College before anything is attached to the walls or fittings of the College buildings.

**9. Conduct**

The organiser is responsible for the orderly conduct of all guests, including any children accompanying guests. The College reserves the right to ask guests to leave if they are disruptive. All guests staying at College are asked to keep noise down after 11pm.

**10. Code of conduct**

For certain groups (e.g. student groups) it may be required to have individual 'Code of conduct' documents signed by each member of the group.

**11. Delivery and Collection of Goods**

The College will accept delivery of goods up to three working days before arrival or function date, and between the hours of 9am and 3pm. All goods must be collected within two working days of the conclusion of a function.

**12. Parking**

There is very limited parking available on the College grounds, and priority is given to residents and disabled or infirm day guests. Paid parking is available for others nearby on the University campus. During the conference season limited paid parking may be available at College.

***I agree to the terms and conditions outlined.***

Name:.....

Position:.....

Organisation:.....

Contact email & number: .....

Date:.....

Signature:.....

Please return to: [admin@mandelbaum.usyd.edu.au](mailto:admin@mandelbaum.usyd.edu.au)