

## Terms and Conditions

On check in Geoff will briefly talk about terms and conditions and rental payments, confirm your passport and print a check-in form. Finally, connect you to our **FREE WIFI** service.

### **House notices and checkout procedures:**

Are all displayed on the bedroom wall and throughout the house.

### **FREE safe available:**

Please let us know if you require a small safe for your valuables.

### **Should your departure date change:**

We require 2 weeks' notice please advise us by email.

### **Extending your stay:**

Advise us as soon as you can, there is no guarantee our future bookings will let us extend your current booking, we will do our very best to accommodate your request.

### **Confirmed booking:**

Once your booking has being confirmed by email, we will send you an invoice.

### **Check in time is 2pm:**

The room attendant needs time to prepare the room you are welcome to have a shower and use the facilities.

### **Check out time is 10am:**

Upon vacating a room or shared room it must be left in the same sate of cleanliness and repair as it was in on your arrival considering fair wear and tear. All your personal belongings must be removed from the room by 10:00 am on the day of your departure.

### **Late checkout:**

You will need to email us 2 days in advance if you require a late check out.

### **Your bond:**

Your bond will be used to replace or repair wilful damage, short rent payment or missing items inside your room on departure.

If you don't report any issues to us after 7 days of moving into your room, we will take it you are satisfied with the conditions of your room and that it was in a good and undamaged condition when you moved in.

**Damage caused:**

You are responsible for any damage to or loss of property in your room or shared room. If the damage or lost item was located in your room or shared room you will both be held responsible. You must not fix anything to doors, walls or ceiling, which may result in damage. No stickers or posters on the walls and doors. Furniture and items must not be taken outside of the room or from any common area to your room. No bottles or glass objects on the window ledge are permitted for safety reasons.

**Visitors:**

You are also responsible for the conduct of your visitors and any misconduct injury to any person or property damage caused by them.

**Alcohol:**

No drinking alcohol in the house and on the roof top courtyard from 10pm – 9am the next morning. After 10pm we ask that you move your drinking parties to a more suitable location.

**Noise:**

When playing music, watching T.V, talking loudly or on your mobile, please be mindful of the noise that you produce. You are responsible for keeping a liveable environment for everyone, and that may involve turning down your music so someone can study or sleep.

**Security cameras:**

There are 3, the kitchen, the hall way and the courtyard.

**Fire detectors:**

We are committed to your safety and smoke detectors are installed in all the bedrooms and common areas.

False alarms are billed to those responsible, the current charge is \$1640.00 per fire engine callout.

**Emergency Exit:**

We have not had one yet but we can never be too careful. Please familiarize yourself with the location of the fire escape stairs and **EXIT** signs.

- First floor pass the kitchen you will see a back door take the back stairs which will take you down to the outside back street.
- Third floor, roof top please use the back stairs which will take you all the way down to the outside back street.
- It is your responsibility to read the safety information on the bedroom wall, because it is your knowledge that will keep you and others safe in an emergency.

**Candles and incense:**

The use of candles incense and oil burners are not allowed anywhere on the premises, it is a fire hazard.

**Hot water jug:**

Do not use inside your bedroom, you will set off the smoke detector inside your bedroom.

**Laundry facilities:**

The washing machine and drier are coin operated. Please use liquid soap for washing your clothes. We have an outside clothes line next to the laundry facilities, the ironing board is mounted on the kitchen wall. Please share the facilities fairly with others we are not responsible for any damage caused to your clothes or other items resulting from your use of the laundry facilities. Please use clothes liquid for washing your clothes.

**Communal areas:**

It is not our cleaners' job to clean up your mess and your housemates are not there to clean up your mess, please help keep the facilities clean.

**Communal kitchen:**

There is a fully equipped kitchen for cooking, pots, pans, cooking utensil, kitchen ware and cutlery are available for everyone to use. You will have your own food cupboard and fridge space.

Be considerate of others by cleaning the kitchen after you have finished using the facilities. There is a large flat T.V. screen mounted in the kitchen available for all house guests to enjoy.

**Communal computer:**

Is in the lounge next to the kitchen, FREE Wifi and a multi USB charging station.

**Communal bathrooms:**

Please note: There are no private bathrooms, we offer separate male and female bathrooms there are 5 toilets and 4 showers.

**Pets:**

No pets allowed on the premises.

**NO SMOKING ON THE PREMISES:**

We offer a non-smoking environment, please smoke out on the street ashtrays are provided outside the guesthouse.

**No drugs:**

The possession and usage or selling of any non-prescribed or illegal drugs and/or the possession of any equipment to aid the use of illegal drugs or substances is prohibited.

Breaching this rule, in any form is considered serious misconduct and will result in us terminating your room accommodation agreement and reporting the incident to the police.

**We welcome your visitors:**

Whether it is a visit from your parents or a dinner with someone special, we want to make sure you can share your house. We are one of a very few guest houses that have a BBQ area that your whole class can enjoy, please let us know when you host a party.

**Overnight stay or stays under 7 nights:**

It is AUD\$35.00 per night, we offer an airbed, mattress cover, 1 blanket, 1 pillow, 1 bath towel and bed linen.

**The bedrooms are cleaned once a week:**

Please keep your room or share room clean and tidy. Although your room is serviced once a week by our room attendant you are asked to maintain a sense of hygiene. Please remove your daily rubbish by taking it to the communal kitchen bin which is emptied daily.

**Room inspections:**

Your privacy is respected at 96 Glebe Guesthouse. We will give you notice if we are going to inspect your room if we need to make repairs. There will be certain times when we need to enter room without notice, for example cleaning, urgent maintenance and emergencies. We will of course make every effort to avoid any disturbance and we always knock and announce ourselves first.

**Going on holiday:**

Please let us know by email, so as to avoid people unnecessarily worrying about you, we will continue to service your room.

**Do not lease your room or bed while you are away:**

Should we find someone occupying your room or bed we will remove them and notify the police.

**Car parking:**

We do not have parking space for cars or motorbikes on the premises, however there is paid meter parking on the street. We have a secure bicycle area upstairs.

**Transport:**

A bus stop to the city is outside our front door.

**Electrical appliances:**

For your safety and other house guests, please make sure that you turn off the heater/fan and T.V when you leave your room.

**Thank you for choosing to stay at 96 Guest House.**