

**2021 FAIRBRIDGE PINJARRA BOOKING FORM**

Organisation Information			
Group Name:		Main Contact:	
Postal address:			
Email:		Phone:	
Event Information			
Name of Event:			
Check in:	Check Out:		No Nights:
TOTAL No. of Guests:		Adults:	Children:
24 Hour Contact Person (During Event):			Mobile:
<b>CATERING REQUIRED?</b> Yes / No		<b>ACTIVITIES REQUIRED?</b> Yes / No	

**PREFERRED ACCOMMODATION (Subject to availability)**

<b>GOLD COTTAGES</b> – includes all bed linen (flat sheets, pillow & pillowcase, blanket) and towel								
Cottages	Sleeps	Rooms	Bathrooms	Singles	Bunks	Doubles	Heating/Cooling	Per Night
Fairbridge House	24	9	2	16		4	Tile Fire	\$640
Belfast	19	7	2	13	1	2	Heater	\$470
Heath	15	6	2	7	2	2	Reverse Cycle	\$470
Nightingale	14	4	2		5	2	Reverse Cycle	\$470
Newton	10	4	1	4	1	2	Reverse Cycle	\$300
Saumarez	9	9	3	9			Reverse Cycle	\$405
Evelyn	9	9	3	9			Reverse Cycle	\$405
Darwin*	8	4	3	6		1	Reverse Cycle	\$300
Oxford	4	2	1	2		1	Reverse Cycle	\$220
<b>STANDARD COTTAGES</b> <i>Please Note - Beds have protective sheet cover ONLY. Groups are required to supply own bedding, pillow, pillow case and towel. Linen packs available to hire \$15.00 per person</i>								
Cottages	Sleeps	Rooms	Bath	Singles	Bunks	Doubles	Heating/Cooling	Per Night
Scratton Lodge	54	22	3	22	16		Tile Fire	\$960
Cook	18	5	3	14			Tile Fire	\$405
Glasgow	18	6	3	18			Tile Fire	\$405
Kitchener	18	5	3	8	5		Tile Fire	\$405
Nelson	17	5	3	17			Tile Fire	\$405
Shakespeare	17	6	2	17			Open Wood Fire	\$380
Clive	16	6	2	16			Tile Fire	\$380
*Livingstone	16	4	3	10	3		Reverse Cycle	\$380
*Raleigh	16	5	3	16			Tile Fire	\$380
Wolfe	16	6	2	14		1	Tile Fire	\$380
*Hudson	16	5	3	16			Tile Fire	\$380
Middlemore	15	6	2	13	1		Tile Fire	\$380
Lawley 1	2	1	1			1	Reverse Cycle	\$110
Lawley 2	2	1	1			1	Reverse Cycle	\$110
Lawley 3	2	1	1			1	Reverse Cycle	\$110
Lawley 4	2	1	1			1	Reverse Cycle	\$110
<i>Disability Cottages – Wheelchair access to Darwin, Hudson, Raleigh and Livingstone</i>								

<b>VENUES – Subject to availability</b>		
	<b>Price</b>	<b>Description</b>
<b>LADY KYLE MEETING ROOM</b>	\$300p/d	Fits 50 people theatre style (chairs only) Conference setting – U-shape with tables, accommodates up to 25
<b>RUBY FAIRBRIDGE GYM</b>	\$300p/d	Fits 350 people theatre style (chairs only)
<b>CLUBHOUSE Upper (Dolan's Retreat)</b>	\$490p/d	Fit 120 people theatre style (chairs only)
<b>CLUBHOUSE Lower</b>	\$490p/d	Fits 100 people seated for dining
<b>CLUBHOUSE with Kitchen</b>	\$1,000p/d	Full commercial kitchen and equipment, price includes Clubhouse Lower hire.
<b>BELINDA BARRY DANCE STUDIO (AIR COND.) *</b>	\$280p/d	Fits 60 people theatre style (chairs only)
<b>ENTIRE CLUBHOUSE</b>	\$1500p/d	Clubhouse Lower, Clubhouse Upper (Dolan's Retreat) Belinda Barry Wing and commercial kitchen

<b>EQUIPMENT HIRE – does not include set up</b>		
<b>EQUIPMENT</b>	<b>COST</b>	<b>QTY REQUIRED</b>
Projector and screen	\$25.00 / day	
PA System with mic.	\$25.00 / day	
Lectern	\$20.00 / day	
Whiteboard	\$20.00 / day	
Whiteboard markers	\$5.00 / day	
Urn	\$5.00 / day	
<b>TABLES AND CHAIRS</b>		
	<b>COST</b>	<b>QTY REQUIRED</b>
3m Rounds (Clubhouse/Dining Hall only)	\$15.00 / each	
1.8m white trestles	\$10.00 / each	
Bar tables	\$10.00 / each	
Plastic chairs	\$1.00 / each	
Blue steel chairs	\$2.00 / each	
<b>LINEN</b>		
	<b>COST</b>	<b>QTY REQUIRED</b>
White round (suit 3m round)	\$12.00 / each	
White 137 x 275 (suit trestle)	\$6.00 / each	
White napkins	\$2.00 / each	
<b>TABLEWEAR</b>		
	<b>COST</b>	<b>QTY REQUIRED</b>
Main plate, side plate, cutlery, water glass & tea cup	\$3.00 / per person	
Wine or Champagne glass	\$2.00 / per person each	
Tea & Coffee set up (includes urn, milk, tea, sugar)	\$2.00 / per person	
<b>EQUIPMENT SET UP</b>		
	<b>COST</b>	<b>REQUIRED</b>
Tables and chairs – up to 150 chairs	\$100.00	
Equipment set up	\$10.00	
Tablewear set up	\$5.00 / per person	

<b>Billing Information</b>		
<b>Deposit - \$500 made by:</b> (please circle) <b>EFT/Invoice</b> or <b>Credit Card</b> (complete details below)		
Card Holder Name:		
Card Number:	Expiry:	Security Code:
Card Holders Signature:	Date:	
<i>If you are paying your deposit by <b>EFT</b> Please put your booking number and surname as reference.</i>	<b>Bank:</b> Westpac <b>Acc. Name:</b> Fairbridge Western Australia Inc <b>BSB:</b> 036-171 <b>Account Number:</b> 209057	
<b><u>BOOKING TERMS AND CONDITIONS</u></b>		
<b>ACCOMMODATION</b> Please ensure that the cottages are returned to the way they were when you checked in. i.e. beds, cutlery, crockery etc. <b>DO NOT MOVE ANY FURNITURE.</b> Any cottage items (cutlery, crockery, bedding etc.) missing or damaged will incur a fee.		
<ul style="list-style-type: none"> <li>Check in time is 2pm, Check out is 10am unless prior arrangements are made with management</li> <li>Bedding, pillows, blankets and towels are not supplied unless a 'Gold' cottage has been reserved</li> <li>In accordance with Product Safety Australia, we advise that children under the age of 9 should not sleep on top bunks</li> <li>Each cottage is heritage listed and <b>maximum occupancy</b> must not be exceeded, doing so threatens to overflow the septic system and doing so will incur a pumping fee to the guest</li> </ul>		
<b>COMPLIANCES</b> It is understood that guests will conduct their behavior in an orderly manner in full compliance with the Management's policies & procedures and with all applicable laws. Fairbridge Village is an Historical Village please do not bring pets on site. <b>ALL SIZE DRONES</b> are prohibited on the entire Fairbridge site including surrounding private properties.		
<b>LIABILITY</b> The Management reserves the right to exclude or remove all objectionable persons from the Village premises without liability.		
<b>CONFIRMATION</b> <b>Signed confirmation of the booking must be received within 14 days of the original booking being made along with a \$500 deposit and Credit Card details to secure the reservation.</b> Once deposit is received, you are confirming you agree with our Terms & Conditions. The Management reserves the right to cancel the booking and reallocate the accommodation if a deposit is not received. A copy of your Credit Card and Driver's License will be required on check in.		
<b>CANCELLATION</b> Deposits paid to Fairbridge Western Australia Inc are refundable if cancellations are received up to 14 days prior to check in date. Cancellations with less than 7 days' notice will be charged 100% of the expected revenue.		
<b>CATERING</b> The final number of guests being catered for is required 10 days prior to check in, with no changes allowed less than 7 days prior.		
<b>PAYMENT</b> Full payment is due 7 days prior to arrival.		
<b>RESPONSIBILITY</b> Management will not accept any responsibility for damages to or loss of property left in the camp prior to, during or after the booking. The group organiser is financially responsible for the make good of any damage or reinstating buildings to their original state whether in the area reserved or another part of the camp. Any charges will be deducted from the Credit Card details on file.		
If you require any information, please call: <b>1800 440 770</b>		
<b>CONFIRMATION</b>		
<i>I confirm that the details above are true &amp; correct. I have read and understand these terms and conditions. I agree to abide by them and understand that it is my responsibility to inform the group of these conditions.</i>		
Signature of applicant:	Date:	