



ROTARY CONFERENCE, DISTRICT 9820 – March 2011
Greater Shepparton Visitor Information Centre - Accommodation Booking Policy

1. If club booking is required, the Visitor Information Centre will deal with **one central point of contact for the entire club.**

2. Deposit Procedure:

If booking within 30 days of arrival:

Must pay in full at time of booking.

If client rejects this condition, they have the option of:

- making individual bookings;
- or the VIC staff can contact the operator on their behalf to request a "hold", but maximum 48 hours will be allowed for receipt of payment.

If booking between 1 and 3 months prior to arrival:

A deposit amount equivalent to the first nights' accommodation will be required within 30 days of booking (or within 30 days of arrival, whichever comes first).

If booking 3 or more months prior to arrival:

A deposit amount of \$50.00 per room/unit will be required within 30 days of booking.

Notes:

- The above allowances will apply unless the individual accommodation property's requirements are more stringent than the above. In the event that an operator's terms and conditions require earlier payment and / or a greater deposit, the operator's terms and conditions will take precedence and these can be subject to change without notice.
- Further instalments of payment will be allowed up until 30 days prior to arrival.
- The central point of contact for each club is required to pass on names and contact details for each room to the Visitor Information Centre earlier than 30 days prior to arrival. This person will also be responsible for forwarding deposits and further payments for the accommodation booked.
- We prefer payment by VISA, Mastercard, Cheque or Money Order. EFT Transfers are not preferable as they often complicate the system.
- ALL accommodation must be paid for in full 30 days prior to arrival.
- We encourage all cancellations and changes to bookings to be made earlier than 30 days prior to arrival.
- If an individual makes a booking online for themselves, this booking must be paid for in full at that time.
- Cancellation policies of individual accommodation properties apply.