

Conferenceservices

Guest Accommodation Booking Form

Please note that completion of this form does not in itself constitute confirmation of a booking. Confirmation is subject to the terms and conditions detailed overleaf.

Your Details

booking reference GA11	Surname	Other names
Your customer number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Correspondence address	
(If you are a Goldsmiths student this is your enrolment number which can be found on your college ID card and you MUST complete this in order to claim the discounted rates available. If you are not a student but have stayed with us before this number can be found on past invoices. If you do not know your customer number please leave blank.)		
Contact telephone number(s)		
Email address (required for confirmation) - IN CAPITALS PLEASE	Postcode	

Your Stay

Arrive from 2pm on	Depart by 10am on	Total number of nights	Preferred residence
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Tariff (please tick one)

Goldsmiths students →	<input type="checkbox"/> non-serviced standard single £13.10 per night (minimum 7 nights)	<input type="checkbox"/> non-serviced en suite single £15.70 per night (minimum 7 nights)	<input type="checkbox"/> serviced en suite single £27.20 per night
Overseas/UK students (with I.D.) →	<input type="checkbox"/> non-serviced standard single £14.65 per night (minimum 7 nights)	<input type="checkbox"/> non-serviced en suite single £18.30 per night (minimum 7 nights)	<input type="checkbox"/> serviced en suite single £27.20 per night
Non students →	<input type="checkbox"/> serviced standard single £23.15 per night (excl. VAT)	<input type="checkbox"/> serviced en suite single £27.20 per night (excl. VAT)	

Overseas/UK students must provide proof of student status when returning form.

Bedpack - £10.00 (excl. VAT) (includes bedlinen, duvet, pillow and towel) Bedpacks must be returned to Conference Services upon departure.

Other - conference office use only

Your Payments

We require a valid credit or debit card in order to make a booking. This card will be charged with your deposit and payments in line with the terms stated overleaf. Please note that we do not accept cheques, diners or amex and this section must be completed in full.

Type of card (delete as applicable) visa / visa debit / mastercard / maestro / solo / JCB	Signature and date
Name as shown on card	I have read and understood the full terms and conditions of booking, including the cancellation schedule. I consent to my card being charged accordingly. I understand that the personal data which I have provided on this form may be stored in paper and/or electronic form in accordance with Goldsmiths College policies on Data Protection (available at: http://www.gold.ac.uk/data-protection/) and with the provisions of the Data Protection Act (1998).
Card number (the long number across the middle)	
CVC	
Valid from	Valid to / expires
Issue no.	
If you are already living in halls, please state hall and room number	

Office Use Only

Product code	No.	Unit price £	Total £
Product code	No.	Unit price £	Total £
Product code	No.	Unit price £	Total £
Product code	No.	Unit price £	Total £

Hall allocated / analysis code

<input type="checkbox"/> Batavia Mews 7004754	<input type="checkbox"/> Surrey House 7004752	Net charge £
<input type="checkbox"/> Loring Hall 7004756	<input type="checkbox"/> Raymont Hall 7004751	VAT £
<input type="checkbox"/> Dean House 7004755	<input type="checkbox"/> Chesterman House 7004758	Total £

Deposit Payment

<input type="checkbox"/> Credit / debit card (slip attached)	<input type="checkbox"/> Cash	<input type="checkbox"/> Not applicable
Deposit amount £	Date	Received by

Internal recharges

Analysis code
Budgetholder's signature
Justification

Reception / foh notes

Date received	Checked by
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Attach PDQ receipt here

Residences, Catering and Conference Services - Guest Accommodation - Terms & Conditions

1 Definitions

- 1.1 "You" and "Your" refer to the applicants named overleaf who should also be the signatory of this application
- 1.2 "We", "Us" and "The College" refer to Goldsmiths Colleges, the Department of Residences, Catering and Conference Services and its authorised Representatives whose registered address is at Lewisham Way, New Cross, London, SE14 6NW
- 1.3 "The Accommodation" refers to the residence in which We permit You to reside including the room allocated for your personal use and any shared/communal areas to which you have access

2 Deposit and Damages

- 2.1 A deposit equivalent to seven nights' fees under Your preferred tariff as stated overleaf (or the entire amount due in respect of your stay if less than seven nights) is payable at the time of booking. This is a holding deposit which You will forfeit if You: subsequently cancel Your stay, irrespective of the point at which you do so: curtail (shorten) Your stay: fail to check-out and return all keys and access cards by 10:00am on the agreed date of departure
- 2.2 If Your deposit is not withheld it will be deducted from the final payment due in respect of Your stay in line with the payment schedule
- 2.3 You are required to report any defects to The Accommodation or the fixtures and fittings therein to Us in writing within 24 hours of your arrival. If You cause damage to The Accommodation or if damage is found which has not been reported by You as having been present upon Your arrival You will be liable for the full cost of making-good such damage, except in such instances where the damage is covered by Our insurance (e.g. fire, flood) in which case You will be liable up to the value of the excess upon the policy
- 2.4 If You lose or fail to return Your key or access card by 10.00am on Your agreed date of departure, You will be charged £15.00 per key and £10.00 per card

3 Payments

- 3.1 Payments for the first 28 nights stay – or the entire stay if less than 28 nights – is due upon arrival
- 3.2 All payments due in respect of Your use of The Accommodation will be taken from credit or debit card detailed overleaf unless You make an alternative card or cash payment not later than the Wednesday prior to the Friday upon which the payment would otherwise be taken
- 3.3 We do not accept cheques, postal orders, bank transfers, travellers cheques, non-UK currency nor post-dated payments of any kind
- 3.4 Payments will be processed on Fridays following your arrival and future payments will be processed at four-weekly intervals thereafter until full payment has been made
- 3.5 All payments are due in advance
- 3.6 In the event that We fail to process Your payment on the stated/due date this shall not absolve You of liability for the payment and the payment must be made at Our demand
- 3.7 If Your account falls into arrears, We may terminate Your agreement with Us and require You to vacate The Accommodation within 24 hours: require immediate payment of all monies due for services provided: make an administration charge of £30.00
- 3.8 If You remain in debt to Us after having vacated The Accommodation, You will be registered as a debtor to the University and Your account may be passed to an external debt collection agency. You will not be able to enrol upon any programme of study within the University, nor collect any outstanding qualifications until such time as Your account is settled in full. Furthermore, You may not be permitted to take-up a place in any of Our halls of residence at any point in the future

4 Access to The Accommodation

- 4.1 Keys and access cards remain Our property at all times
- 4.2 In the event that You are issued with a replacement key or card, neither the replacement nor the original become Your property, irrespective of any fee paid

4.3 In the event that You 'find' a key or card that has been 'lost' You must return it to Us immediately. Any monies paid for replacement keys and cards represent an administration charge and will not be refunded

4.4 You must not give or lend any key or access card to any other person

4.5 You must not allow any other person access to The Accommodation unless You are present throughout

4.6 Your room must only be occupied by You

4.7 You are not permitted to host overnight guests or visitors: it is Your responsibility to ensure that all visitors have left The Accommodation by 0000hrs and that no visitor enters The Accommodation on Your authority between the hours of 0000 and 0800

4.8 You may not sublet The Accommodation

4.9 You may not carry out any trading or other business activity from The Accommodation

4.10 Pets are not permitted within The Accommodation

4.11 Candles are not permitted within The Accommodation

4.12 Bicycles are not permitted within The Accommodation

4.13 You may not bring Your own furniture into The Accommodation

4.14 Smoking is not permitted in any part of the building

4.15 The use and/or possession of drugs and other illegal substances is strictly prohibited

4.16 You must notify Us in writing of any disability which may impede Your ability to evacuate The Accommodation in case of fire or other emergency, prior to Your arrival. This particularly concerns mobility and hearing impediments

4.17 We retain the right to allow Our staff authorised representatives and contractors access to The Accommodation at all times

4.18 Any personal possessions left in communal areas – with the exception of kitchen cupboards and fridges – may be discarded by Our housekeeping staff. No compensations will be offered in such an eventuality

5 Arrival and Departure

5.1 The Accommodation will be available from 1400hrs on the agreed date of arrival stated overleaf

5.2 You must vacate The Accommodation by 1000hrs on the agreed day of departure stated overleaf. You must return all keys and access cards by 1030hrs: if you do not do so You will be charged £30.00 to cover increased cleaning and administration cost

5.3 You must leave Your room clean and clear of all personal possessions. You will be charged a fee of £50.00 if We have to remove any personal possessions from The Accommodation following Your departure

5.4 Any items left in The Accommodation following Your departure will be discarded

6 Cancellation and Curtailment of Stay

6.1 Should You decide to cancel Your booking entirely prior to checking in, You will forfeit your booking deposit in full

6.2 You cannot change Your arrival date once Your booking has been accepted by Us other than to bring Your arrival forward subject to Our agreement. Your fees will be charged from the arrival date specified overleaf, irrespective of the actual check-in date unless You check-in early, in which case Our written agreement is required

6.3 You can change Your departure date at any point prior to Your arrival, however an administration fee of £30.00 will apply in the event that doing so reduces the length of your booking

6.4 Should You decide to curtail (shorten) Your stay after having checked-in, You must give Us at least three weeks written notice and You will therefore remain liable for a further three weeks' fees from the date upon which We receive Your notice to curtail or the entire remaining stay if less than three weeks

7 Room Allocations

7.1 We cannot account for your personal preferences when allocating rooms. We only offer 'a room' within The Accommodation as described in our printed literature and online at www.goldsmiths.ac.uk/conference-services. It is Your responsibility to ensure that The Accommodation as described by Us is suitable for your needs

7.2 If You are already resident in the facility to which this application pertains. You accept that completion of this application does not entitle You to remain in Your current room and that You may have to move rooms at the beginning of the period covered by this guest accommodation application

8 Behaviour

8.1 You agree to behave in a manner which does not jeopardise the health and safety of or cause distress to other guests, members of staff of Goldsmiths College whilst resident in The Accommodation. This includes keeping noise to a minimum between the hours of 2300 and 0800; maintaining cleanliness within communal areas; ensuring that all doors are closed and locked behind You when entering or leaving The Accommodation; following the evacuation procedure as outlined upon notices posted within The Accommodation. If you are deemed to have failed to maintain an appropriate standard of behaviour. We may terminate Your agreement and require You to vacate The Accommodation within 24 hours

8.2 We expect You to treat Our staff and contractors with respect and courtesy. We will not tolerate the verbal or physical abuse of Our staff and if You abuse Our staff we may terminate Your agreement and require You to vacate The Accommodation within 24 hours; begin internal disciplinary procedures (for Goldsmiths students); press for prosecution

8.3 It is a criminal offence to tamper or otherwise interfere with any equipment provided for Health and Safety purposes and any such action on Your part will render this agreement null and void and You will be required to vacate The Accommodation within 24 hours

9 Insurance

9.1 You are responsible for ensuring that all Your personal possessions are adequately insured. We do not provide personal possessions insurance and We will not be held responsible for any loss or damage to Your belongings whilst on or off Our premises however incurred

10 Force Majeure

10.1 We shall not be under any liability to You for total or partial failure to perform Our obligations herein during any period on which such performance is prevented by circumstances beyond Our reasonable control: Acts of God, explosions, flood, lightning, tempest, fire or accident; war hostilities (whether war be declared or not), invasion act of foreign enemies, rebellion, revolution, insurrection, military or usurped power or civil war, riot, civil commotion or disorder: acts, restrictions, regulations, bylaws, refusals, to grant any licenses or permissions, prohibitions or measures of any kind on the part of governmental authority; strikes, lock-outs or other industrial actions or trade disputes of whatever nature

11 Terms

11.1 Neither this application nor its confirmation should be deemed to constitute a tenancy agreement

11.2 Completion/submission of this form does not constitute a booking until the deposit payment has been processed

11.3 We reserve the right to refuse applications for Guest Accommodation without stating a reason

Goldsmiths
UNIVERSITY OF LONDON

Please return ALL Copies of the completed form directly to:

GUEST ACCOMMODATION, Loring Management Centre, St James, New Cross, London, SE14 6AD

For short-notice applications, email to conference-services@gold.ac.uk or fax to **02079197134** and then post hard copy