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# BRIGADOON HOME HOSTING

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## **Bundanoon Highland Gathering Inc.**

ABN: 15 707 708 006

Reg. Charity: CFN 13267

PO Box 74, Bundanoon NSW 2578

[www.brigadoon.org.au](http://www.brigadoon.org.au)

# 2018 HOME HOSTING HOST REGISTRATION FORM

*An initiative of Bundanoon Highland Gathering.*

## ***WHAT IS HOME HOSTING?***

The Home Hosting service billets Festival visitors with local residents who are willing to accommodate guests in their homes over the Festival weekend. Visitors register their requirements with Destination Southern Highlands for approval and then the Home Hosting coordinators who then match up visitor requirements with a suitable host.

The host will provide the requested number of beds, bed and bathroom linen and a daily continental breakfast of cereal, fruit, toast, tea, coffee and juice. The supply of breakfast and linen are included in the nightly fee. The host is required to remain on the premises during the booking.

## ***HOW MUCH DOES HOME HOSTING COST?***

A one off registration/inspection fee payable to Destination Southern Highlands \$20 from the Home Hosts.

Home Hosting is available to visitors at \$70 (excl. GST) per person per night. The exception is a single person occupying a double bed, which costs \$130 (excl. GST) per person per night. Breakfast and bathroom and bed linen are included in the nightly fee.

No. of people per bed	Bed Spaces	Tariff (excl. GST)
1 x person	Single Bed	\$70 per night
2 x persons	Double, queen or king bed	\$70 per night
1 x person	Double, queen or king bed	\$130 per night

## ***A NOTE ON GST***

The prices above are quoted without GST. GST may be applicable if the Host has a GST-registered ABN. For example, if the Host has a GST-registered ABN the visitor will be invoiced to pay \$77 per night (inc GST). For those Hosts who have an ABN that is not registered for GST or who do not have an ABN, GST is not applicable to the prices above and the visitor will be invoiced to pay \$70 per night.

## ***WILL SOMEONE BE INSPECTING MY HOUSE TO SEE IF IT IS SUITABLE FOR THE HOME HOSTING PROGRAM?***

Yes. To ensure visitors enjoy a quality experience, our volunteer Home Hosting coordinators & a representative from Destination Southern Highlands will conduct a brief inspection of new hosts' homes at a time suitable. If a returning host's home has not been inspected for a couple of years, returning hosts will be consulted for an inspection. An inspection fee of **\$20.00** is applicable, and is to be paid directly to Destination Southern Highlands prior to inspection.

The inspection will last approximately 15 minutes. The Home Hosting coordinators will check the bedrooms on offer, the bathroom/s and toilet facilities, the age and condition of the bed/s and linen, air-conditioning and other ventilation, and smoke detectors. All inspections are confidential.

The Home Hosting program aspires to best practice of accommodation and visitor experiences.

The Home Hosting program reserves the right to visit homes before and during the Festival to obtain feedback and monitor best practice.

### ***IS THERE A MINIMUM / MAXIMUM NUMBER OF NIGHTS REQUIRED FOR BOOKING?***

There is a minimum number of two nights' booking for all beds in the Home Hosting program.

Please discuss your availability with your Home Hosting coordinator if you wish to amend this requirement.

### ***HOW DO FESTIVAL VISITORS FIND A HOST?***

Visitors complete a Visitor Registration Form found on [www.brigadoon.org.au](http://www.brigadoon.org.au) and forward it to the Home Hosting coordinator's email, who then matches the visitors with available hosts. Visitors and hosts are both asked to submit their Registration Forms as early as possible, as this will increase both parties' chances of being matched.

It is a condition of Home Hosting that hosts agree to accept whomever we book into your available accommodation. Home Hosting coordinators will try to place return Festival-goers with previous hosts if both parties request. However, the return visitors must complete a registration form and declare their interest in returning to the previous host in order to secure the booking.

### ***HOW DO I RECEIVE MY PAYMENT?***

As a host you are fully responsible for payment of the accommodation. Arrangement is to be made between you and your visitor. Best practice is to receive full payment at time of booking.

### ***HOW DO I CONTACT MY VISITORS?***

Once we have received the visitor's request for accommodation, the Home Hosting coordinator will provide both the visitor and the host with each other's primary contact details. Visitors are then requested to contact their host to introduce themselves and make arrangements to access the accommodation. Visitors may wish to discuss any special dietary requirements, parking arrangements and how they may obtain the keys to access the accommodation.

If some time passes and you do not hear from your visitors, please take the initiative and contact them to make the necessary arrangements. If you experience any problems reaching your visitors, please contact the Home Hosting coordinator.

### ***WHAT HAPPENS IF I NEED TO CANCEL AFTER THE VISITORS HAVE PAID THE FULL AMOUNT?***

If you need to cancel your supply of accommodation for whatever reason after the visitor has paid you must refund in full to the visitor immediately.

Please notify the Home Hosting coordinator immediately if you need to cancel so that arrangements can be made for the visitors:

## ***WHAT IS THE HOME HOSTING CANCELLATION POLICY?***

<b>If the VISITOR Cancels</b>	<b>Refund policy</b>	<b>Action</b>
If the accommodation is paid and cancellation is received <b>prior to 1 February</b>	The amount is 50% refundable	Coordinator will seek new visitors for the host's accommodation
If the accommodation is paid and cancellation is received <b>prior to 1 March</b>	The amount is non-refundable	Coordinator will seek new visitors for the host's accommodation
<b>If the HOST cancels</b>	<b>Refund policy</b>	<b>Action</b>
The host must let the coordinator know of their intention to cancel at any time during the program.	If the host cancels, regardless of the date, the host must return the payment to the visitor ASAP.	Host to contact coordinator immediately to inform them of the cancellation.

## ***WHAT DO I NEED TO SUPPLY AS THE HOST?***

The host is asked to provide the booked number of beds, bed and bathroom linen, and a daily continental breakfast of cereal, fruit, toast, tea, coffee and juice. The supply of breakfast and linen are included in the nightly fee.

The host is required to remain on the premises during the booking. The visitors have a right to privacy.

Any entry onto the grounds or premises by the host who is not staying on the premises during the billet period must have the prior consent of the visitors.

## ***I RENT MY HOME. AM I ABLE TO PARTICIPATE AS A HOST?***

If you rent your home, please check with your landlord or real estate agent regarding billeting your premises during the Festival period. You will be required to provide a current home and contents insurance certificate to the Home Hosting coordinator in order to participate in the program.

## ***WHAT ARE MY INSURANCE OBLIGATIONS?***

Hosts must have a current home and contents insurance policy to participate in the program. A copy of your current policy certificate must be provided to the Home Hosting coordinator upon application and any renewal sighted prior to the billeting period.

It is strongly recommended that hosts check with their insurer as to their level of coverage in the event of accident, damage or theft involving the visitors, who are paying guests.

If your insurance is due for renewal between January to April, it is your responsibility to ensure the Home Hosting coordinator receive a copy of your renewed policy certificate.

If you do not provide a copy of your current home and contents insurance policy you will not be matched with visitors.

### ***WHAT HAPPENS IN THE EVENT OF DAMAGE OR DISPUTE?***

Bundanoon Highland Gathering takes no responsibility in the event of malicious damage, accident or theft perpetrated by visitors within the host's home or surrounding property. Participation in the program is at the host's and the visitor's risk. Hosts are strongly recommended to contact their insurer to discuss their level of home and contents insurance coverage in the event of an accident, damage or theft involving visitors.

In the first instance, any disputes will be resolved as amicably as possible between the parties. If any dispute remains unresolved, Bundanoon Highland Gathering reserves the right to refer the matter to an appropriate mediation service.

Only the number of guests accepted in the application form will be permitted for each host. Please contact the Home Hosting coordinators if a request for additional persons is received at Festival time or if additional persons show up.

### ***WHO DO I CONTACT IF I NEED ASSISTANCE?***

Our friendly Home Hosting coordinators will be able to assist with your questions regarding your accommodation and the program.

You can contact them on:

Email: [homehost@brigadoon.org.au](mailto:homehost@brigadoon.org.au)

Phone: 0423 518 947

***PLEASE KEEP THIS FOR YOUR RECORDS***

Bundanoon Highland Gathering Festival Home Hosting Checklist

- Mark as complete
  
- Step 1: Complete the Home Hosting Host Registration Form and obtain a copy of your current home and contents insurance policy certificate.
  
- Step 2: Return the completed Registration Form including \$20.00 inspection payment, payable to Wingecarribee Shire Council, the New Creditor Form and Insurance certificate.
  
- Step 3: Receive acknowledgement that your application has been received. If you do not receive acknowledgement within two weeks of sending in your completed forms, please contact Destination Southern Highlands.
  
- Step 4: Once a suitable visitor has been identified, the Home Hosting coordinator will forward visitors details on to the host to arrange payment and check in details.
  
- Step 5: Visitors are asked to contact their host prior to their arrival in Bundanoon and preferably well before the booking weekend to introduce themselves, indicate their anticipated arrival time and make access arrangements. If your visitor does not contact you, please initiate contact.
  
- Step 6: Should your visitor indicate they wish to vary their booking, contact the Home Hosting coordinator immediately who will then make arrangements on your behalf. Please refer to the cancellation policy for further information in the event of either party cancelling

# HOST APPLICATION FORM

## **SECTION 1**

### **CONTACT DETAILS**

Please indicate your correct details below

Name:	
Address:	
Phone (BH)	Phone (AH)
Mobile:	
Email:	

## **SECTION 2**

### **PARTICIPATION**

I am willing to accommodate guests for:

**Bundanoon is Brigadoon** (Fri 6 & Sat 7 April 2018)      Yes       No

## **SECTION 3**

### **ACCOMMODATION TYPES AND OPTIONS**

I am making accommodation available that is located in:

Rooms in my house       Self Contained Flat

Do you smoke inside your home?      Yes       No

Do you have a pet cat or dog that you allow inside your home?      Yes       No

I/We are happy to host

Women	Yes <input type="checkbox"/> No <input type="checkbox"/>	Smoker (inside)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Men	Yes <input type="checkbox"/> No <input type="checkbox"/>	Smoker (outside)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Children	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Couples	Yes <input type="checkbox"/> No <input type="checkbox"/>		

## **SECTION 4**

### **AMENITIES**

Please indicate the number of each you have available

Amenities (not outside)	Number Available	Exclusive use by Guests	Comments
Bathrooms			
Toilets – in Bathroom Toilets – separate			
Ensuite			

**SECTION 5**

**HOME INSPECTION**

Please indicate the day/s time/s during business hours for your home inspection (tick relevant box/es)

Wed  Thurs

Time                      Time

**SECTION 6**

**ROOMS AVAILABLE**

Please indicate the number of rooms and bed types for each you will have available

Complete Part A and Part B if you have a Flat AND Home Rooms available at the same address

Please tick all relevant boxes

**PART A – ROOMS IN YOUR HOME**

	2018	Comments
Single Rooms (Room with 1 single bed, not fold up)		
Twin Rooms (Rooms with 2 single beds, not bunk beds)		
Double Rooms ( <input type="checkbox"/> double bed <input type="checkbox"/> queen bed or <input type="checkbox"/> king bed)		
Triple Rooms ( <input type="checkbox"/> single beds or <input type="checkbox"/> double/ <input type="checkbox"/> queen & single)		

**PART A – SEPARATE SELF CONTAINED FLAT (WITH OWN BATHROOM & KITCHEN)**

	2018	Comments
Single Rooms (Room with 1 single bed, not fold up)		
Twin Rooms (Rooms with 2 single beds, not bunk beds)		
Double Rooms ( <input type="checkbox"/> double bed <input type="checkbox"/> queen bed or <input type="checkbox"/> king bed)		



Triple Rooms ( <input type="checkbox"/> single beds or <input type="checkbox"/> double/ <input type="checkbox"/> queen & single)		
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**SECTION 7**  
**INSURANCE POLICY**

You must have private Home and Contents insurance to be a Home Host provider. Please supply a copy of your current Policy certificate to the Home Hosting coordinators with your Registration Form.

If your insurance is due for renewal between January to April, it your responsibility to ensure the Home Hosting coordinator receive a copy of your renewed policy certificate.

If you do not provide a copy of your current home and contents insurance policy you will not be matched with visitors.  
I have enclosed a copy of my current Home and Contents Policy certificate.

Yes  No

**SECTION 8**  
**SITE INSPECTION PAYMENT**

Site inspections will only be processed once a one off payment fee of **\$20.00** has been received.

<input type="checkbox"/>	Cash / Eftpos Payable in person at the Southern Highlands Welcome Centre
<input type="checkbox"/>	Credit Card – payable by phone to the Southern Highlands Welcome Centre on 4871 2888 or by mail/fax (4871 3515) or email to <a href="mailto:tourism@wsc.nsw.gov.au">tourism@wsc.nsw.gov.au</a> <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard
Card 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"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Expiry Date:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Card Holder Name:	<input type="text"/>
Signature:	<input type="text"/>
Date:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>