



BRIGADOON HOME HOSTING



Bundanoon Highland Gathering Inc.

ABN: 15 707 708 006

Reg. Charity: CFN 13267

PO Box 74, Bundanoon NSW 2578
www.brigadoon.org.au

2018 HOME HOSTING VISITOR REGISTRATION FORM

I NEED ACCOMMODATION FOR BUNDANOON HIGHLAND GATHERING FESTIVAL BUT EVERYTHING IS BOOKED OUT

Accommodation in Bundanoon generally books out well in advance of the Bundanoon Highland Gathering. Home Hosting is the best alternative to secure quality, affordable accommodation for you, your partner or group in Bundanoon during the Festival.

Available dates:

Bundanoon is Brigadoon (Fri 6 & Sat 7 April 2018)

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 weekends. Visitors register their requirements with the Home Hosting coordinator who then matches 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.

Breakfast and linen is included in the nightly fee.

HOW CAN I REGISTER TO FIND A HOST?

You will need to complete this Registration Form, including the Bundanoon Highland Gathering Festival Booking Form, and return it. You can download the form from the Festival website, or you can phone or email a Home Hosting coordinator to have a form posted, or emailed to you.

Download the forms at www.brigadoon.org.au or call **0423 518 947** to have a form sent to you.

Return the completed form, including the Bundanoon Highland Gathering Registration Form, to:

Email: homehost@brigadoon.org.au

Post: PO Box 74, Bundanoon NSW 2578

Be sure to submit your completed Registration Form as soon as possible, as this will increase your chance of being matched with a suitable host.

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. If you would like to stay longer, please discuss your requirements with your Home Hosting coordinator in advance of booking your stay.

HOW MUCH DOES HOME HOSTING COST?

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 per person
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.

HOW DO I PAY?

Once we have received your completed registration form and the Home Hosting coordinator has matched you and your partner or group with a host, you will be required to pay in full.

Payment is made directly to the accommodation host. You will be provided with these details at confirmation of the booking.

Visitors are asked to read the payment cancellation policy.

WHAT IS THE HOME HOSTING CANCELLATION POLICY?

If the VISITOR Cancels	Refund policy	Action
If the accommodation is paid and cancellation is received prior to 1 February	The amount is 50% refundable	Coordinator will seek new visitors for the host's accommodation
If the accommodation is paid and cancellation is received prior to 1 March	The amount is non-refundable	Coordinator will seek new visitors for the host's accommodation
If the HOST cancels	Refund policy	Action
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.

Please notify the Home Hosting coordinator of cancellations as early as possible.

WHO DO I CONTACT IF I NEED ASSISTANCE?

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

You can contact them on:

Email: homehost@brigadoon.org.au

Post: PO Box 74, Bundanoon NSW 2578

Phone: 0423 518 947

HOME HOSTING ISN'T FOR ME – WHAT ARE MY ALTERNATIVES?

As most motel, caravan, pub-stay and self-contained accommodation in Bundanoon is booked out well in advance of the Festival, you may still be able to book these types of accommodation in one of the towns around Bundanoon.

Please contact Destination Southern Highlands Welcome Centre in Mittagong for details on accommodation options.

Destination Southern Highlands

PH: 1300 657 559

Email: tourism@wsc.nsw.gov.au

PLEASE KEEP THIS FOR YOUR RECORDS

Bundanoon Highland Gathering Festival Home Hosting Checklist

- Mark as complete

- Step 1: Complete the Home Hosting Visitor Registration Form.

- Step 2: Return the completed Registration via email or post.

- 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 the Home Host coordinator.

- Step 4: Once a suitable host has been identified, the Home Hosting coordinator will forward accommodation details on to the visitor to arrange payment and check in details.

- Step 5: Payment of the accommodation must be received within 14 days to secure the booking. You will need to contact the accommodation host to arrange direct payment.

- Step 6: 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 host does not contact you, please initiate contact.

- Step 7: Once payment has been made you will receive an information pack from the home host with details of the Festival and accommodation.

VISITOR APPLICATION FORM

REGISTRATION DETAILS

If you would like to arrange for Home Hosting accommodation at the 2017 Bundanoon Highland Gathering Festival, please complete the following sections and return it to the Home Hosting program.

NAME / S: _____

POSTAL ADDRESS

PHONE: _____

MOBILE: _____

EMAIL: _____

SIGNATURE / S: _____

DATE: _____

The person/s signing accept responsibility for any outstanding account that may result of a successful booking

ACCOMMODATION REQUIRED

Indicate the number of people required per bed per night, the breakdown of gender and the total number of persons per night for your booking. Please note there is a minimum stay of two nights.

Special requirements may be noted in the comments column.

Available dates:

Bundanoon is Brigadoon (Fri 6 & Sat 7 April 2018)

Bundanoon Festival: specify weekend dates	Single Room (1 single bed)	Twin Room (2 single beds)	Double Room (1 double bed)	No of Men	No of Women	Total Persons	Comments/Special Requirement
Friday							
Saturday							

ADDITIONAL COMMENTS:

AGE GROUPS OF VISITORS

Please indicate the age brackets of those staying in Home Hosting accommodation. This assists us with placing you with the appropriate hosts.

- 0-18
- 19-35
- 36-50
- 51-70
- 71+

MODE OF TRANSPORT TO BUNDANOON

- Train

- Own vehicle

- Bus

BUNDANOON HIGHLAND GATHERING BOOKING FORM

* Denotes mandatory information

*Contact Name					
*Address					
*Town		*State		*Postcode	
*Phone					
*Email					
FOR COORDINATOR USE ONLY					
Account No.					