



# LAMPADA LODGE BOOKING INSTRUCTIONS – 2024

## 1. Priority Bookings for Winter

**Priority bookings for winter can only be made for a full week, running from 2 pm Saturday afternoon to 10 am the following Saturday morning. Priority Bookings must be received by 5 pm Wednesday 28 February 2024. Payment must be made at the time of submitting the booking.** The Booking Officer will provide email confirmation of receipt of all initial bookings. If this does not occur, please contact the Booking Officer as soon as possible. No Priority Bookings will be confirmed before this date.

Priority Bookings will be allocated in the following manner:

- (i) Foundation members and their families, then
- (ii) Ordinary members and their families, then
- (iii) Provisional members and their families.
- (iv) Guests of members - Guests will be accepted only if the Lodge is not fully booked by members.

For the purpose of this clause, families shall comprise the wife/partner of a member and children 25 years of age and under. Members' children over 25 will be treated as guests (if not members in their own right) for the purposes of priority and tariff.

During school holidays preference shall be given to members with families of school age. **Outside school holidays, children under 14 will be accepted only with the agreement of members who have made prior bookings.** Bookings for children under five years of age will not be accepted without prior approval of the Directors and approval of other members staying at the lodge.

Priority Bookings will be sorted after closing 29 February 2024. A ballot to allocate accommodation may be conducted if necessary. Members will be advised of the outcome of their application as soon as is practicable. Bookings will not be accepted from members who have not paid their annual membership fees.

## 2. Non-Priority Bookings

**Winter season bookings of less than 7 nights can only be made once Priority Bookings have closed on 18 April and all Priority bookings have been allocated.**

All Non-Priority Bookings will be dealt with in order of receipt.

To secure a Non-Priority Booking, payment must be made within 2 days of a confirming email from the Booking Officer, otherwise the booking allocation will be opened to others.

Summer Bookings can be made at any time during the year for any duration. A summer "Block Booking" will entitle the member to exclusive use of the lodge.

**3. Accommodation Charges.** Charges are as shown on page 1. **For Winter Priority Bookings Payment must be made at the time the time you submit your booking form,** by direct deposit (EFT) to: **Lampada Ski Club BSB 182-222 Account 1162 53824 (quote your name & all initials for identification).** Child rates apply to children 2 to 14 years old inclusive on the first day of your booking. There will be no charge for babies or children under 2, if they do not occupy a lodge bed. A minimum charge of 2 nights per person applies for any stay of 2 nights or less.

**4. Single Accommodation Payment.** As non-members use the lodge as a guest of the member, it is the responsibility of that member for all the accommodation charges. It is required that one payment, from the member, to cover the full accommodation costs for himself, his family and guests be paid. Please include your Surname and Initial as a reference when paying.

**5. Families without Member Present at Lodge.** A member may seek approval from the Directors for a reservation for members of his family and guests even if that member is unable to stay at the Lodge at the same time. In such circumstances it is that member's responsibility to arrange for a member who is staying at the Lodge to sponsor his family or guests. Directors' consent will largely depend upon the availability of another member to be Lodge Captain, the ages of any children involved & past experience.

**6. Lodge Captain.** The Booking Officer will nominate a Lodge Captain each week. Make sure you contact your Lodge Captain well before your stay to clear any questions and make the most of your holiday at Lampada. You are strongly advised to review the club website [www.lampadaskiclub.com.au](http://www.lampadaskiclub.com.au) . **Your Log-in user name is your email address. Your password is your last name followed by your first initial only.** Your email address and name are according to the Club's records. Use all lower case and no spaces. The website provides detailed information about how the lodge operates and your responsibilities. Remember we are a club run by members for members, not a hotel with employees, so we all pitch in to make it pleasant for everyone. **Accommodation is limited by the terms of our NPWS lease to fourteen (14) persons at any one time.** No person shall occupy the Lodge without prior approval of the Booking Officer or without prior payment of accommodation fees.

**7. Vacating the Lodge** All members should vacate the lodge at 10.00am on the day of their departure. During winter when leaving the lodge, members are to vacate and thoroughly clean their own rooms only (but not ensuites). Ensuites and common areas are to be left neat and tidy with all personal items, fridge food and food leftovers and rubbish removed and the fridge thoroughly cleaned, so contract cleaners can come in from 10am and thoroughly clean the lodge for the next members. Please see the lodge instructions for additional details. Arriving members shall not occupy common areas until after 2 pm when the cleaners have finished their cleaning. During summer members must clean the lodge themselves on departure.

**8. Booking Cancellations.** At the discretion of the Directors, a 15% cancellation charge will apply, and any cancellation made within six weeks of the booked date may result in total forfeiture of the fees. To be eligible for any refund, cancellations must be made by email to the Booking Officer.