



**IBIS MELBOURNE HOTEL AND APARTMENTS
GROUP ACCOMMODATION AGREEMENT**

C/O – Dr Geoffrey Cox

Company/Agent: The Organ Historical Trust of Australia

Tel: Email gcox56157@bigpond.com

Group Name	The Organ Historical Trust of Australia		
Check In:	Sunday 24 th September 2017 @ 14:00	Check Out:	Thursday 28 th September @ 11:00
Although the above times are our normal check in and out times, you are welcome outside these times. Our Front Office staff can store your luggage until your rooms are available or until you depart.			

Room type	per room per night (room only)	Number of rooms per night
Standard Room (single, double, twin occupancy)	\$125.00 AUD	45 on allotment

Date	24/9/17	25/9/17	26/9/17	27/9/17	Total Room Nights
Rooms p/night	45	45	45	45	180.00
Room type	Std	Std	Std	Std	

*Std = Standard Rooms

*One = One Bedroom Apartment

*Two = Two Bedroom Apartment

Other Charges			
Full Buffet Breakfast	Rollaway / Extra Person	Car Parking	Porterage
\$16.00*	N/A	\$25.00	N/A

* Discounted breakfast rate for this group offered at time of booking.

Please Note: All rates are in Australian Dollars (AUD) and include GST and are NON commissionable.

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HOTEL CONTACT DETAILS AND LOCATION

ibis Melbourne Hotel and Apartments

15-21 Therry Street

Melbourne, Victoria, Australia 3000

Tel: +61 3 9666 0000

Fax: +61 3 9666 0052

Email: h1564@accor.com

ibis Melbourne Hotel and Apartments is located within walking distance of the city's CBD. The hotel is centrally located between Swanston and Elizabeth Streets and within a stone's throw to the Queen Victoria Market. We are within the inner district of Melbourne's award winning shopping precincts.

Distance to Major Attractions:

Airport	21 kms
Melbourne Convention Centre	1.2 kms
Southern Cross Train Station	3.3 kms
Melbourne Central	0.6 kms
Queen Victoria Market	50 metres



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GENERAL INFORMATION

Guest Rooms

ibis Melbourne Hotel and Apartments is rated 3.5 stars with 250 rooms.

Room Configurations:

Standard Queen/Twin Rooms – 160

One Bedroom Apartments – 50 (4 special access rooms)

Two Bedroom Apartments - 40



Standard Queen Room

Room Configuration

Standard Queen Rooms / Standard Twin Rooms

Spacious, clean and comfortable rooms with a private ensuite bathroom and tea & coffee making facilities. Bedding consists of 1 queen bed or 1 double and 1 single bed.

One Bedroom Apartment

A spacious one bedroom apartment with a separate bedroom, living area, private ensuite bathroom and kitchenette with tea and coffee making facilities, microwave, fridge, kettle and toaster. Bedding consists of 1 king bed (which can be split into two singles) and a sofa bed.

Two Bedroom Apartments

This apartment has two separate bedrooms, a living area, private ensuite bathroom (with separate toilet) and a kitchenette with tea and coffee making facilities, microwave, fridge, kettle and toaster. Bedding consists of 1 queen bed, 2 singles and a sofa bed.

Non Smoking Policy

Ibis Melbourne is proud to be a 100% non smoking hotel. A cleaning fee will apply if guests are found to be smoking in their rooms. This charge will be the responsibility of the group organiser.

Internet Access

High Speed Premium Internet

AUD\$10.00 for a 24 hour Plan with a maximum of 3 Simultaneous Devices

This plan is best suited for: -High speed VPN Connections -Music/Video Download and Streaming -Skype Video Calls -Gaming

Alternatively, there are 2 computers in our internet corner at reception level. It is free of charge for the first 15 minutes.

Food and Beverage Facilities

ibis Kitchen Lounge is located on the lower ground, open nightly from 4-10pm

ibis Kitchen Restaurant is also located on the lower ground floor and is opened daily for breakfast and dinner

Breakfast

Monday to Friday from 6.30am to 10.00am

Saturday Sunday & Public Holidays from 7.00am to 10.30am

Dinner

Open daily from 6.00pm to 9.00pm – Group bookings on request

2 course set menu - \$35.00 per head

3 course set menu - \$45.00 per head

Buffet menu - \$45.00 per head

*menus change seasonally

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KEY GROUP DATE SUMMARY

Key Dates for Your Diary:

Contracts

Within 7 Days of Issue:	Signed Agreement is due
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Deposits/ Final Payments

At the time of booking:	Guests to provide credit card details to secure the reservation
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**please note: all deposits paid to the Hotel are non-refundable

Group accommodation amendments & cancellations

30 th June 2017	All unsold rooms to be released.
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GROUP AND ACCOMMODATION TERMS AND CONDITIONS

1. Payment

- All prepayments for reservations received by **Agent/Company** must be received by the hotel 30 days (30) prior to arrival. Credit card details must be provided for all guests who are paying the remainder of their account.
- Failure to receive the final payment by the due date for the estimated group charge may result in accommodation rooms being released.

2. Charges and GST

- The Group Charge will be based on the rates quoted in the proposal unless you require any changes to your group in which case the Hotel will advise you of any change to the charges. The Estimated Group Charge has been provided to you as an indicative figure only of the likely Group Charge.
- All rates are given in Australian dollars and are inclusive of 10% Goods and Services Tax as defined in A New Tax System (Goods & Services) Tax Act 1999.
- If any additional or increased taxes or levies are introduced after the date of the Group Order, the Hotel reserves the right to require payment of the relevant additional amount.
- All credit card payments will attract a 1.3% credit card surcharge (inclusive of GST)

3. Benefits

- Le-Club and Accor Plus Privilege benefits do not apply to payment of the Group Charge, including any accommodation charges.

4. Total Function Cancellation

All deposits paid are non refundable.

In addition, cancellation fees apply if you cancel the group; please refer to the group confirmation details.

- As per the group confirmation details, cancellation includes all room nights cancelled, and "no show" guests who have a valid room reservation but do not arrive on the specified day. The applicable room rate will apply for all room nights reserved and will be charged to either the individual credit card provided for FIT bookings or to the group account for any group payments made.

5. Circumstances Beyond the Control of the Hotel

If the Hotel is unable to provide the facilities or any other arrangements for your group or any part of it or cannot otherwise perform the terms of the Group Order due to circumstances beyond the Hotel's control, the Hotel is not responsible for any costs, damages or expenses that you may suffer or incur.

6. No Responsibility

The Hotel is not responsible for:

- the theft, damage or loss of any goods brought into the Hotel; or
- any introduction of food or beverage to the group and the effect of it afterwards, other than that supplied by the Ibis Melbourne.

The Hotel is not responsible for any theft, damage or loss to any goods that may occur within the car park.

7. Loss and Damage to the Hotel

You are responsible for [and must indemnify the Hotel for]:

Ibis Melbourne Hotel and Apartments Group Agreement

ABN: 17 065 885 016

9/02/2017

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