

1. Guest Rooms

- Guests are obliged to keep their rooms in an orderly state, with no large items (e.g. bicycles) to be stored in their rooms.
- Work boots are NOT permitted to be worn inside cabins/ rooms at any time.
- NO SMOKING or Personal cooking equipment, candles/incense - all are strictly prohibited in rooms for safety reasons.
- Pets are not allowed in the Village.
- Please dispose of all rubbish including bottles in the garbage bins provided.
- Damage or loss of property caused willfully or through negligence may result in accommodation being withdrawn. Guests are responsible to pay costs incurred within 7 days of invoice.
- It is the Guest's responsibility to insure any personal effects, as LAV shall not be liable for any claim for loss or damage.
- DO NOT hang clothes or equipment of any kind in walkways or surrounds, use only the clotheslines provided.
- All items of furniture and linen must remain in the room during and upon vacating. Chairs or tables are not to be taken outside of a guests' room. No additions/alterations are to be made to rooms e.g. extra shelving/cupboard or other fixtures.

2. Check In/Check Out

- Check in time is 2pm. Check out time is 10am. Late Departures will incur a fee to the individual guest. Only guests who have had their current booking amended via the booking's office can extend their stay.
- Extended bookings may require a change of room.
- All guests must return their key & meal fob to reception on check out. Failure to return the keys or meal tag will result in a replacement barrel & key charge of \$335.00 + Gst. (PLUS, ALL costs incurred for each day the room cannot be booked for another guest.)

- Guests must at all times keep their room key safe and room number private.
- Short Stay Guests are welcome at LAV for 1-3-night bookings from Wednesday 2pm to Sunday 10am only. If a short stay guest is a late departure LAV has permission to charge the guest for total cost of the missed booking of the next guest if they cannot be accommodated for their full booking.

3. Nightshift

- A Visible Night Shift Magnet must be placed on the outside your cabin door.
- No responsibility will be taken by village staff if signs are not placed on the outside of the door and a guest is woken up.
- At the end of a night shift swing the sign must be removed and placed on the inside of the cabin door.

4. Fatigue Management

- To support both the Fatigue Management Policy and resident safety, the Contractor agrees to a Resident Noise Curfew time of no later than 2100, (9pm) for day shift Guests and 0900, (9am) for nightshift Guests.
- No more than 2 guests gathering in any public space (including outside rooms) within the above curfew times. After this time, no guests to congregate in breezeways or outside rooms. The only exception is the dining room.
- At the Gazebo gatherings are to be limited to no more than 20 in size. Curfew at the gazebo of no later than 2100, (9pm) for day shift Guests and 0900, (9am) for nightshift Guests. At 08.30 (am/pm) the number of those gathered at the gazebo is to be reduced to 10 until the final curfew.
- There is a 10.00 am/pm curfew in the Village, where guests must either be in their rooms or have a valid reason for being outside their rooms e.g: walking to laundry, arriving or departing the village.

- There is NO amplified music in the Village at any time.
- To manage noise during the day, LAV will attend to maintenance requests before 9.00am and after 3.00pm unless there is an emergency requirement. The housekeeping function will operate throughout the day, being mindful of night shift areas of the village.

5. Health & Safety in the Workplace and Accommodation Facility

- Whilst ever it is required, Social Distancing requirements must be adhered to.
- Anti-social behavior in and around the Village will not be tolerated (e.g. swearing, drunkenness, theft etc.) and may result in the eviction of the guests responsible.
- Firearms and other weapons are not permitted in the Village, offenders of this rule will be notified to the relevant authorities which may include your employer and/or the police.
- S2 Management PTY LTD is committed to fostering a safe atmosphere for all guests and personnel. Any form of sexual harassment or conduct that inflicts discomfort on guests, inclusive of any harassment or bullying towards our staff or visitors, will not be accepted under any circumstances.
- Gambling is not permitted in the Village.
- The possession and use of illegal drugs in the Village is strictly prohibited, offenders of this rule will be notified to the relevant authorities which may include your employer and/or the police.
- Firefighting equipment is provided, to be used for the purpose intended. Misuse of this equipment puts others at risk and will not be tolerated. **Tampering with any safety equipment is an offence under the Fire and Rescue Authority Act 1990 (Qld) and a person convicted of such an offence is liable to a maximum penalty of \$3,750- or six-months' imprisonment**
- All buildings are fitted with smoke detectors and remote indicators. Smoking in these rooms will result in activation of the fire alarm system. Village Guest will be charged for fumigating the room and be EVICTED if the smoke detector is tampered with.
- The Guest must follow instructions issued by the Village Manager or Security Personnel at all times. Your room key must be presented when requested.

- Please ensure Village Signage is ALWAYS adhered to. This includes but is not limited to Parking, Speed Limits, Pedestrian Walkways and Crossings. S2 Management Pty Ltd (Leichardt Accommodation Village) accept no LIABILITY. Please Park in designated areas only.
- You must park vehicles in the appropriately designated areas only.
- There is a total fire ban in place within the Village, excluding the use of Village BBQs.
- Key switch devices activate and de-activate the AC units for responsible energy management purposes. Any Village Guest found or suspected to have tampered with the key switch system will be EVICTED. IMMEDIATELY. All air conditioners must be turned off when room is unoccupied, including at work. LAV reserves the right to enter the room to turn off air conditioning and remove the key for re-collection from the office.

6. Crib Hut – Messing Facility

- Work boots/dirty clothing or fitness attire after exercise are NOT to be worn in The Crib Hut at any time due to strict hygiene policies.
- Guests must be clean and neatly dressed. Minimum standard of dress is a t-shirt, shorts, and thongs. No sleeveless attire permitted.
- The Crib Hut is a smoke and alcohol-free area.
- No catering equipment (for example glasses, cutlery, or crockery) or hot food items are to be removed from the dining room.
- The dining service protocols are to be followed by all diners including strict hygiene requirements.

**GUEST SERVICES - OFFICE 6AM-8PM
PHONE: 07 4941 7186**

DINING 3.30AM-8.30AM & 3.30PM-8.30PM

AFTER HOURS PHONE: 0427 289 288

ACCEPTANCE OF VILLAGE RULES & CODE OF CONDUCT

I, the Guest, acknowledge that:

- (a) I have read and fully understood the Village Rules, I, undertake to abide by the Village Rules at all times.
- (b) If I breach the Village Rules, S2 Management Pty Ltd (Leichardt Accommodation Village) may report the incident and conduct to the head contractor and my employer, to the Police (if applicable), and reserves the right to revoke my accommodation.
- (c) I consider the Rules to be fair and reasonable, to ensure the comfort and safety of all Village guests and staff, including me.

I hereby indemnify S2 Management Pty Ltd from all losses, liability, expenses, claims, costs, expenses and complaints (including the legal costs of defending such claims or complaints on an indemnity basis) arising directly or indirectly from or as a result of my stay at the Village and/or breach of the Village Rules.

For convenience, I agree that this will operate as a Master Agreement, to apply for any of my stays now or in the future at the Village (to avoid me having to complete it each and every time) however, I undertake to complete a new form if any of the above details should change and/or if requested to do so by Village staff.

Guest Name _____

Guest Signature _____

Guest Address _____

Guest Contact Number _____

Guest Employer _____