

# Accommodation at the Old Farmhouse: Terms & Conditions and House Rules

## 1. Farm accommodation

Prior to staying at the Old Farmhouse, you must:

- Make a booking [online](#)
- Read the following Terms and Conditions carefully
- Read the house rules, including the cleaning requirements

All bookings made for accommodation at the Ridgefield Old Farmhouse are subject to these Terms and Conditions and the person making the booking will be deemed to have accepted these Terms and Conditions on behalf of all persons who will be staying at the property.

Please note UWA Farm Ridgefield is set in a remote location. While staying on site it is important to be vigilant and secure. Lock the accommodation buildings when you are away for an extended period of time, ensure you know who is and who should be on site, have a plan if you are working alone and a method for contacting others and do not leave valuable items out in plain sight.

You must take all of your own bedding, linen and food to the Old Farmhouse. The kitchen includes basic cooking utensils only.

## 2. Bookings

All booking requests are to be made by submitting a completed [Bookings form](#). IOA will confirm your booking via email.

Bookings are subject to availability and advance bookings are essential. The Old Farmhouse can accommodate a maximum of 8 people. Bookings are for a bed and not a room. Guests may be required to share a room. Food is not to be consumed in the bedrooms.

## 3. Accommodation rates in the Old Farmhouse

- UWA Students – \$15.00 per person, per night
- UWA staff and other guests – \$25.00 per person, per night
- External staff – \$30.00 per person, per night
- External students – \$20.00 per person, per night

## 4. Payment

All payments for UWA bookings will be made by journal transfer raised by the IOA. Invoices will be raised for non-UWA bookings.

## 5. Refunds

Payments will be processed at the end of your booking. Payments for bookings are non-refundable.

## 6. Amendments to bookings

All amendments to bookings are subject to availability.

## 7. No-shows and early departures

If you do not show up for your booking you will be charged 100% of the total booking fee.

Users who need to depart earlier than anticipated must [email the IOA](#) before leaving Ridgefield. Failure to notify the IOA of early departure may result in being charged 100% of your booking fee.

## 8. Credit for cancelled bookings

In some instances, booking credit may be issued for cancelled bookings. This credit can be applied only to future accommodation bookings and will be valid for twelve months from the date of cancellation.

## 9. Damage/extra cleaning fee

A minimum fee of \$200 will be charged if additional cleaning is required or if damage to the property has occurred. If the fee is charged, it will be split between all business units occupying the house unless the person or persons responsible for the extra cleaning or damage identify themselves.

#### **10. Reporting**

If something requires maintenance – please inform the [Farm Manager](#) or [IOA](#).

#### **11. House rules**

The 'house rules' are prominently displayed in the house. Before departure, please ensure that:

- All floors are vacuumed and mopped
- All benches are cleaned
- All dishes are washed and put away
- Fridge is wiped out and no food remains in the fridge
- Stove top and oven are cleaned
- Chairs and table are left neatly
- Bathrooms are cleaned – shower, toilets and vanities
- Rubbish bins are emptied, and no rubbish remains outside or inside the building

#### **12. Safety**

Refer to the [UWA Farm Ridgefield Visitor and User Induction](#) for full details of hazards and emergency response protocols for UWA Farm Ridgefield, including the Old Farmhouse.

The induction must be completed annually and supervisors must ensure that everyone they are supervising completes an induction prior to their visit.