

The Federation of **Community, Sporting and Workers Clubs Inc.**

Secretary
J.R. BROADFOOT OAM JP
6 South Street
West Wallsend 2286
Phone (02) 4953 2983
Fax (02) 4955 1985
Email fcswclubs@tpg.com.au
www.fcswcfamilyholidays.com.au



ABN 38 154 698 083

HOLIDAY CENTRE BOOKING PROCEDURE

Clubs and/or Associations who have financed units at a Federation Holiday Centre operate under a Licence Agreement are required to give a **minimum of ninety-days notice** to the Federation for the booking of their unit(s), **including High and Peak Periods**. If the Club and/or Association wish to retain occupancy rights within the 90-day period they need to confirm this in writing and in accord with the Licence Agreement will be liable to pay the rent for the periods nominated, whether or not the unit is actually occupied by the member. Any occupation fees received from renters of the unit will be allowed as a credit in favour of the Club and/or Association against the amount owing to the Federation for the nominated period. The notice specifies the period for which the booking is required and includes a security deposit of one hundred dollars (\$100) per unit for all bookings. The balance of Tariff is required twenty eight (28) days prior to the commencement of the High and/or Peak Period. Inside the ninety-day period the booking rights of the unit(s) **revert to the Holiday Centre Managers, who then allocate all unused licensed units to affiliated members seeking bookings.**

Office staff at Affiliated Clubs and/or Associations is required to contact the Holiday Centre Managers to arrange bookings from information supplied on the Holiday Centre Booking Application (Form 031/01). Once the booking is confirmed the Club or Association will collect the security deposit from the member. The Club or Association is required to issue a receipt for the deposit that has to be produced by the member on arrival at the Holiday Centre to confirm payment.

Advance payments are non-refundable for cancellations within 28 days of the date of the booking. A legitimate claim for a refund is to be lodged in writing to the Holiday Centre Manager for consideration. Disputed claims will be referred to the Federation Secretary for determination. A 10% administration fee will be deducted from refunds.

Complete booking details as per the application form are to be forwarded to the respective Holiday Centre, along with payment of the deposit/s, **within fourteen days to confirm the booking.**

Clubs and/or Associations can either adopt the above procedure for booking accommodation or have the member deal direct with the individual Holiday Centre Manager or book online.

A Club and/or Association who have units under licence would conduct their own ballot for High and/or Peak Periods and notify the names of the successful applicants prior to the ninety-days cut off period.

There are presently fourteen units at the Fingal Bay Holiday Centre and thirteen units at the Urunga Holiday Centre that are not under Licence and are available for bookings six months prior to a preferred date. The Federation units are allocated by ballot for the December/January Peak Period. Applications from members of Affiliated Clubs and/or Associations for the ballot close on 30 June.

R Broadfoot OAM JP
secretary