

1. Booking

- a) Jabiru Transit Housing (JTH) is available in the town of Jabiru within Kakadu National Park for workers and contractors who are in Jabiru for the purpose of work.
- b) JTH is also available for the use of Jabiru residents who are required to vacate their primary residence during a period of work being undertaken.
- c) In each case, the head contractor or employer that is undertaking the works is responsible for booking JTH. This is the Guest Agency for the purpose of each booking.
- d) Upon confirmation of a booking, the Guest Agency agrees to pay the fee quoted for the period of stay together with any associated costs for housekeeping. The Guest Agency acknowledges a minimum of weekly housekeeping is required and will ensure that JKL staff have access to provide the housekeeping service during ordinary working hours.
- e) Individuals who are provided accommodation as a result of a booking are referred to as Occupants and they stay in the accommodation at the discretion of their respective Guest Agency and under the authority of the Guest Agency.
- f) The Guest Agency is responsible for each booking and is liable for all fees and charges payable.
- g) Each Guest Agency is responsible for ensuring every Occupant is aware of the following terms and conditions for access to JTH.

2. Check In and Check Out

- a) The name of every person who is staying in JTH (the Occupants) will be provided in the booking request completed by the Guest Agency. The Guest Agency must inform Jabiru Property Services Ltd (JPS) of any requested changes to the Occupants. Addition of Occupants is subject to the consent of JKL and will result in additional charges.
- b) Check-in time is 2pm (14:00) & Check-out time is 10am (10:00) Early check in or late check out must be by prior arrangement with JKL and an additional fee of \$50 will be charged for afterhours attendance.
- c) Each property is subject to a minimum and maximum number of Occupants and a minimum number of nights as determined by JKL at the time of a booking request.
- d) JKL reserves the right to refuse any booking request.
- e) In the event Occupants leave earlier than the original departure date, an early vacate fee will be payable. This fee will be 50% of the cost of any period remaining at the time of departure.
- f) Requests to extend bookings must be made by the Guest Agency and are subject to availability. The cost for any extended period will be determined by JKL at the time of the request.

3. Liability for loss

- a) Occupants are responsible to ensure that their JTH doors and windows are properly secured.
- b) JKL is not responsible for any items, equipment, vehicles, personal items, or valuables that are lost, stolen, damaged or misplaced while in JTH.
- c) Use of the JTH is at the Occupants' own risk.
- d) JKL does not provide storage facilities at JTH.

4. Liability for Damage

- a) The Guest Agency will be responsible for any loss or damage to JTH property caused by Occupants and other visitors to a property booked by the Guest Agency.
- b) Without limiting any other provision of this Agreement, the Guest Agency acknowledges and agrees that JKL will charge the Guest Agency for the cost of replacement of household items and furniture that has been damaged, soiled, destroyed or removed by Occupants and their visitors.

5. Cleaning

The property must be left in a clean and tidy condition at the end of occupancy, if the property is not left in a clean and tidy condition, JKL will arrange for cleaning to be carried out at the cost outlined below.

- a) Each vacate will incur a cleaning cost as per the below table.

House Type	Vacate Cleaning Fee
4 Bedroom Hou	\$ 400.00 <i>inc. GST</i>
3 Bedroom House	\$ 350.00 <i>Inc. GST</i>
2 Bedroom House	\$ 310.00 <i>Inc. GST</i>
1 Bedroom House	\$ 200.00 <i>Inc. GST</i>

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6. Pets

Any pets are to always remain outside.

7. Smoking

- a) Strictly no smoking (including e cigarettes) is permitted indoors.
- b) Where Occupants have been smoking (including e cigarettes) inside the JTH an additional charge of **\$100 Fee** will be incurred. If additional cleaning is required to remove any smoke related contamination the Guest Agency will be liable for any such cost

8. Car Parking

- a) Please be respectful of the access and parking needs of other Residents when using shared car parking facilities at the JTH.

9. Observance of Laws

- a) Occupants, their visitors, or any person for whom they are responsible shall in all respects observe and comply with the provisions of all relevant State or Federal legislation including the regulations that apply within Kakadu National Park.
- b) Occupants must always show respect for the local community and must not enter Aboriginal land or access restricted areas of Kakadu National Park without a permit.

10. Use of Accommodation

- a) No JTH may be used for functions, parties, or events.
- b) All bookings are non-transferrable.
- c) Occupants shall conduct themselves and use the JTH in a proper, orderly, and lawful manner and shall not permit any act which may cause loss or damage to any person or property.
- d) Occupants may not disrupt the quiet use and enjoyment of other Occupants or residents of neighbouring properties.
- e) JKL reserve the right to terminate the use of the JTH by any Occupant if an incident of inappropriate conduct occurs or Occupants are in breach of these terms or any law. JKL will advise the Guest Agency who will be responsible for ensuring that the Occupants are removed from the JTH.
- f) JKL reserves the right to enter the premises in an emergency or, if we hold a reasonable belief that significant damage has been, is being, or is about to be caused to the premises or to ancillary property.

11. Property Inventory

- a) A complete list of items supplied as part of the transit accommodation will be supplied as part of the booking process, an additional copy will be displayed at the property. It is the responsibility of the tenant to report to Jabiru Property Services Ltd any damaged or missing items upon arrival at the property. Any damaged or missing items will be charged directly to the guest agency.

12. Outstanding Amounts

- a) The Guest Agency must pay all charges incurred prior to Check Out unless prior arrangements have been made with JKL.

13. Privacy and Confidentiality

- a) The Guest Agency consents and authorises JKL to collect, use and disclose the personal information included in each booking for the purposes of administering the booking and providing any services associated with the booking.
- b) JKL will use its best endeavours to keep all details confidential. JPS is committed to the protection of personal information and handling of that information in accordance with the Australian Privacy Principles and the Privacy Act 1988 (Cth) (Privacy Act). JKL's Privacy Policy sets out its procedures for the handling of personal information. For a copy of this policy, please contact JKL. By providing JKL with personal information about an Occupant, a Guest Agency warrants that that person consents to JKL collecting and handling their personal information in accordance with its Privacy Policy.

14. Changes to Terms and Conditions

JKL reserves the right to add, alter or amend any of the above terms, conditions, and rules at any time.

15. Payment Policy

- a) The cost of JTH is payable in advance at the time of booking the stay.

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- b) Where a stay is extended with the agreement of JKL, the Guest Agency is required to pre-pay for such additional nights in advance.

16. Cancellation Policy

- a) At least two (2) working days' notice must be provided in order to cancel a booking.
- a) Cancellation must be in writing and can only be made by the Guest Agency that made the booking.
- b) Any cancellation made less than two (2) working days in advance will result in a late cancellation fee of 50% of the cost of the reservation.

Acknowledgement:

By signing below, the Guest Agency declares that they have read and agree to the General Terms and Conditions governing the stay at JTH.

GUEST AGENCY

Name: _____

Signature: _____

Date: _____

Office Use Only:

Has Guest(s) completed all sections of this form, including the signature section

Yes No

Approved by:

Date:

(name)