

ASA Swimmers Championships & British Chess Championships 2011 SUMMER STAYS: 18th July to 4th September 2011

RATES*:	Excluding bedding:	Including bedding:
WEEKLY (6nights)		
Single	£79.00	£89.00
Double	£88.00	£103.00
4 Bed Flat	£270.00	£315.00

***NB. REDUCED RATES SHOWN FOR SWIMMING GROUPS ONLY.**

LEAD BOOKER NAME:	CURRENT ROOM NO. (if applicable):
COMPANY NAME (If applicable):	TELEPHONE NUMBER: MOBILE NUMBER:
ADDRESS:	NAMES OF ALL GUESTS (Continue on separate sheet if necessary):
UNIVERSITY OR COLLEGE ATTENDING (for each guest. Continue on separate sheet if necessary):	COURSE STUDYING (for each guest. Continue on separate sheet if necessary):
STUDENT ID NUMBER IF AVAILABLE (for each guest. Continue on separate sheet if necessary):	
MALE/FEMALE (specify for each guest):	
EMAIL ADDRESS:	
HOW DID YOU HEAR ABOUT VHL:	

PLEASE NOTE:

RATES ARE ONLY AVAILABLE WHERE BOOKINGS ARE FOR STUDENTS STAYING IN CONNECTION WITH STUDY ON AN EDUCATIONAL COURSE AND ONLY WHERE DETAILS OF UNIVERSITY/COLLEGE, COURSE AND STUDENT ID (IF AVAILABLE) ARE PROVIDED ON BOOKING
OTHERWISE, VAT WILL BE ADDED TO THE COST OF YOUR BOOKING

BOOKING TERMS AND CONDITIONS

1. **Accommodation will only be provided at the advertised student rates on production of proof of student status at time of booking. Non students will be accepted however VAT will be added to the advertised rate.**
2. The accommodation period referred to as "Summer 2011" means short-term licenses between 18th July and 17th September. Accommodation from 8th – 18th July will only be available to current student residents. Accommodation after 4th September will only be available to student residents staying for 2011-12.
3. You may be asked to vacate your room and re-locate to another room in Victoria Hall at any time. If you have booked for 2011-12 you may not be allocated to the same room that you have occupied during 2010-11 or during Summer 2011.
4. Guests wishing to book accommodation during the summer will be required to complete a credit/debit card form on booking. By completing this form you agree that Victoria Hall is authorised to take monies owed for accommodation, damages and/or cleaning required after the guest departs.
5. Full payment for the accommodation is required on booking for the whole duration of the stay. Please ensure that you book for the full period that you require.
6. Any payments made by cheque that are returned from Victoria Hall's bank as unpaid will incur a charge of £30.00
7. Rooms are available from 2pm on the first day of your stay. All rooms must be vacated by 11.00am on the last day of your stay. Guests who do not vacate by 11.00am will be charged for an additional night's stay. All keys and swipes must be returned to Victoria Hall staff when checking out.
8. All study-bedrooms and bathrooms and communal areas (kitchen, lounge & hall) must be left in a perfectly clean condition. The costs of any cleaning and repairing of any damage will be deducted from the credit/debit card details provided on booking.
9. All electrical appliances must be left perfectly clean and in working order.
10. Maintenance or repairs that occur during your stay must be reported to Victoria Hall management staff immediately. The cost of repairing or replacing items damaged due to misuse or neglect by guests will be charged to all guests of the flat equally unless one person accepts full responsibility.
11. Sky channels may not be available during the summer.
12. Internet is available on a weekly basis. Please contact Reception for further information.
13. Victoria Hall staff and contractors may enter the flat to undertake cleaning, painting or maintenance during your stay at Victoria Hall.
14. Victoria Hall may enter your flat to undertake inventories during your stay.
15. **ROOMS MAY NOT BE BOOKED FOR THE PURPOSE OF STORING LUGGAGE.**
16. One room is bookable per guest. All rooms are for single occupancy only unless you have booked a deluxe room and paid for double occupancy.
17. Any guest found to be allowing other people to stay in their flat over the duration of their stay will be asked to leave the hall immediately. No refund will be given.
18. Victoria Hall will allocate guests to flats to share communal facilities with other guests unless a complete flat is booked. No guarantee will be given for any requests regarding the profile of other guests.
19. **Victoria Hall does not automatically provide bedding or bed linen** – please book and pay in advance for any linen required. All bedding must be left neatly in the room when you vacate the room, charges will be made for any damaged or missing bedding. Alternatively bedding will be available to purchase from Reception.
20. A weekly stay is classed as 6 nights. Any additional nights will be charged on a nightly basis.
21. Cancellation Policy: Victoria Hall requires one full weeks notice of any cancellation which must be received by in writing by a member of Management Staff before 9.00am 7 days before the stay is due to commence. Any cancellations received after this time will be subject to a charge equal to one weeks stay (or the price of the stay you have booked, whichever is less). Refunds will be issued for subsequent weeks booked.
22. No car parking is available at Victoria Hall. Please contact the Management Team for details of local car parking facilities.
23. Victoria Hall is not responsible for any loss or damage to the personal belongings of guests
24. During your stay the following rules must be observed:
 - Bicycles are to be stored in the designated bicycle areas only
 - No unlawful substance or material is to be kept in the accommodation
 - No flammable or dangerous article or any article with a naked flame may be kept in the accommodation (including candles and incense sticks)
 - Guests must not tamper with any fire safety equipment in the accommodation or any part of the building
 - No animals may be kept in the accommodation
 - Guests must not cause any nuisance, annoyance or interference to any guests
 - No musical instrument, television, radio, stereo or other means of producing sound shall be played at all between the hours of 12 midnight to 7am or at any time so that the sound is audible outside the accommodation
 - **All areas in Victoria Hall are non smoking (including bedrooms)**

Your booking is for a place at Victoria Hall Sheffield and Victoria Hall gives no guarantee on room type, location within Victoria Hall Sheffield, or the profile of fellow guests. Victoria Hall's decision on room allocation is final and if you cancel your booking because you would have preferred a different room, the relevant cancellation charge will still apply.

I understand that these notes and booking conditions form the basis on which my summer accommodation at Victoria Hall is provided to me.

Signed: _____

Print Name: _____

Date: _____

t: 0114 289 3500

f: 0114 289 3507

w: www.victoriahall.com

e: sheffield@victoriahall.com



Sheffield
61 Eldon St
Sheffield S1 4GX

Summer Payment Authorisation Form

Please complete using BLOCK CAPITALS

Name of guest _____

Name on card _____

Card Type

- Visa**
- MasterCard**
- Maestro**
- Delta**
- Other – please specify** _____

Card Number _____

Expiry Date _____

Valid From _____

Issue Number (where applicable) _____

CCV Number (last 3 digits on the signature strip) _____

Address that card statement is sent to

I give permission for Victoria Hall to retain my credit/debit card details for the duration of my Summer Contract. I understand that any costs incurred during my stay, including rent, damages and cleaning shall be debited from the above credit/debit card on my departure.

Cardholders Signature _____

Print Name _____

Date _____