

DEPARTURE FORM

Please complete and return along with your keys to the Accommodation Office on your Departure.

Name of Group: _____

Check out is no later than 10am. If staying onsite beyond this point then please liaise with the Duty Manager the night before to discuss luggage storage arrangements.

All floors and rooms must be swept.

Rubbish placed outside of Lodge in bins provided.

Please ensure **ALL** Air conditioners and lights are **switched off** and remotes are placed back in their brackets. *(Please note: any missing air conditioner remotes will incur a \$100 replacement fee).*

All furniture is in its original place as found on arrival.

Dishes washed with kitchen and bathrooms left clean and tidy.

Please leave **ALL linen** on the beds. There is no need to strip the beds; towels can be left at the end of the bed (if applicable).

Group Leader to return all room keys and borrowed equipment to the Accommodation Office.

(Please note: any unreturned keys will incur a \$50 replacement fee).

Please ensure any **outstanding balances** are settled prior to your departure.

DON'T MISS OUT!

As the demand for our Centre continues to increase, our bookings for next year are filling up fast! To avoid missing out on your preferred dates, please provide the following information:

Contact Name: _____

Email: _____

Phone: _____

Preferred Dates: _____

Number of people: _____

Please turn page over to provide us with your feedback

PLEASE RATE YOUR STAY WITH US.

Your feedback is important as we are continually striving to provide a great service.
Your comments below are greatly appreciated.

SERVICE	N/A	1 (POOR)	2 (OKAY)	3 (GOOD)	4 (GREAT)	5 (EXCELLENT)
Booking Process						
The Lodges						
Catering						
Sporting Facilities						
General Cleanliness						
Activities						
Staff						

What did you enjoy best here at the Sports Super Centre?

What did you like least and could be improved?

Additional Comments:

Any further comments are welcome. Please email your Accommodation Coordinator with any feedback regarding you stay.

Have a safe trip home, we hope to see you soon.