



Thank you for your enquiry regarding accommodation at Canberra City YHA. Conveniently located in the busy centre of Canberra, the Canberra City YHA offers groups affordable accommodation and modern facilities. We can accommodate groups of all ages up to approximately 100 people.

## Services and Facilities

- Internet café and wireless connection
- Catering in Bytes Café (located on site)
- Fully self-contained kitchen and dining area (self catering available for groups of up to 15 people only)
- Indoor pool, spa and sauna
- Rooftop terrace and BBQ area
- Laundry facilities
- Wheelchair access
- Free DVD rental and groups TV area
- Games area
- Vending machines
- Lockers in common areas and all shared rooms
- Central heating and cooling system
- Transit Bar located on the lower ground floor (separate entrance)

## Things to do at Canberra

- Australian War Memorial
- New Parliament House
- The Telstra Tower / Black Mountain
- Cockington Green
- National Gallery Of Australia
- National Museum Of Australia
- Portrait gallery
- Questacon
- CSIRO
- Old Parliament House
- National Library
- National Zoo & Aquarium
- The Australian Institute of Sport
- Canberra Deep Space Communication Complex
- Paddle, Roll or Bike around Lake Burley Griffin
- Australian National Botanic Gardens
- The Royal Mint of Australia
- Tidbinbilla Natural Reserve

## Canberra City YHA

7 Akuna Street  
Canberra City 2601  
Phone: (+612) 6248 9155  
Fax: (+612) 6249 1731  
Email: [canberracitygroups@yha.com.au](mailto:canberracitygroups@yha.com.au)





## YHA's Commitment to your Group

Canberra City YHA has a dedicated Group Reservations Co-ordinator to ensure your requirements are met and you have an enjoyable stay.

- YHA will take all reasonable precautions to ensure the safety and security of your group and their property.
- YHA staff are trained and capable of handling emergency situations.
- A member of staff will be available 24 hours a day and can be called upon to help with any emergencies.
- You will be allocated separate group bedrooms and will not be expected to share with other guests not in your group.
- Group leaders including coach drivers will be allocated separate rooms to group members under 18 years of age unless otherwise requested.
- These rooms will be allocated as close as possible to the rest of the group to facilitate effective supervision.
- Subject to availability, coach drivers will be allocated their own private room with en-suite

## Risk Management

Canberra City YHA is pro-active in taking preventative measures at its property to ensure we maintain the highest possible standards in the field of risk management. YHA staff are trained and capable of handling emergency situations.

A comprehensive risk assessment is available on request or can be downloaded at:

[Risk Assessment Document Canberra City YHA](#)

### Nearest Medical Centre

Garema Place Surgery  
Garema Place, Canberra City  
ACT 2601  
Ph: (02) 6257 1000

### Nearest Hospital

Calvary Hospital  
Cnr Haydon Dr & Belconnen Way,  
Bruce ACT 2617  
Ph: (02) 6244 2222



## The Accommodation

Your group will be allocated separate dormitories and will not be expected to share rooms with other hostel guests. Your group will be expected to share communal areas, such as bathrooms, with other groups and/or guests. Larger groups can be allocated an entire floor exclusively on request. Please enquire about this when making a booking.

Rooms are located off a central corridor and your group will be assigned consecutive rooms to keep your group together (subject to availability). All rooms within the building require swipe keys for access and a duplicate set can be provided for leaders to access all rooms allocated to your group.

## Dorm Rooms

Group members are accommodated in comfortable four-share or eight-share dormitory style rooms. Each room is equipped with lockers, individual reading lights and a desk. Bed linen is provided, however we request that students bring their own towels (for shower and pool). Towels can be hired (with prior arrangement) for \$2 per towel. Communal bathrooms are conveniently located on each level of the hostel.

## Supervisor and Driver Rooms

Supervisors are accommodated in single, twin and triple rooms. En-suite rooms are available upon request\*. These rooms include all bed linen, a desk, a television, and tea and coffee making facilities. Professional coach drivers are not expected to share with group members. Subject to availability, coach drivers will be allocated their own private room with en-suite

*\*Subject to availability. We will notify your group organiser at the time of booking if no/limited ensuite rooms are available. Surcharge applies.*

## Group Rates (valid until 31st December 2012)

	Rate (Primary School)	Rate (Other Groups)
<b>Multi share -</b> (continental breakfast included)	\$39.50	\$40.00
<b>Single/Twin -</b> (continental breakfast included)	\$96.00/\$103.00	\$96.50/\$104.00
<b>Single/Twin with ensuite -</b> (continental breakfast included)	\$117.00/\$124.00	\$117.50/\$125.00
<b>Deluxe breakfast: continental &amp; cooked -</b> (Upgrade cost)	\$2.50	\$2.50
<b>Basic Packed Lunch</b>	\$8.00	\$8.50
<b>Deluxe Packed Lunch</b>	\$10.00	\$10.50
<b>Basic Dinner &amp; Dessert</b>	\$14.00	\$16.00
<b>Deluxe Dinner &amp; Dessert</b>	\$16.00	\$18.00
<b>Morning tea or Afternoon tea</b>	\$5.50	\$5.50

- One teacher, supervisor or coach captain stays free of charge for every 20 paying students.
- All rates are in Australian dollars, include GST and are subject to change without notice.
- Please see the terms and conditions for payment schedules.

## Bytes Café Catering

Canberra City YHA offers full catering for all groups with meals served in Bytes Café located on the ground floor of the hostel. The café seats up to 50 people at one time, groups over this size will need to stagger meal times.

### Bytes Basic Package

#### Breakfast

This package is a continental buffet that includes an assorted selection of cereal, toast, fruit, juice, tea and coffee. This is included in all bookings.

#### Lunch

The packed lunch includes assorted sandwiches. A piece of seasonal fruit, a small snack and water or juice is also provided.

#### Dinner

This option includes items such as chicken schnitzel, roasts, pasta, sausages or fish plus a bread roll and either vegetables or salad prepared fresh daily. Dessert is followed after the main course and may include a piece of cake, jelly or fruit and ice cream.

### Bytes Deluxe Package

#### Breakfast

This breakfast package starts the day with a full continental and cooked breakfast. This includes cereals, toast, fruit salad, two hot breakfast options (rotated daily), fruit juice, coffee and tea.

#### Lunch

The packed lunch includes gourmet filled wraps prepared fresh daily. Fresh juice or water is also included, as well as a snack & crisps or biscuits to complete the package.

If you are staying for several nights we will ensure that accompaniments will be varied on a daily basis.

#### Dinner

This package is a great option for hungry groups! The dinner is 3 courses with soup to start, a hearty main meal and dessert to follow. All meals are prepared fresh in our café. Full menus are available upon request.

- Menus are subject to changes

### Morning or Afternoon Teas

We can also provide platters of freshly baked muffins, Danishes, or cookies plus either a bottle of water or juice.

### Special Dietary Requirements

Our chef has many years of experience in providing specific meals for dietary or religious needs. Please inform us of any special requirements well in advance, so we can best cater for your needs. Extra charges may apply.

### BBQ Facilities & Self Catering

All groups have access to the BBQ terrace on the 3rd floor of the hostel. The BBQ terrace comfortably seats 30 people and BBQ utensils are available from Reception. Groups comprising less than 15 people also have access to our self catering kitchen and dining area. Please keep in mind that it is a communal kitchen and other guests will be sharing the kitchen during meal times. There are numerous local restaurants and cafes within walking distance of the hostel for breakfast, lunch and dinner.



## Transport and getting to Canberra City YHA

### Location & Parking

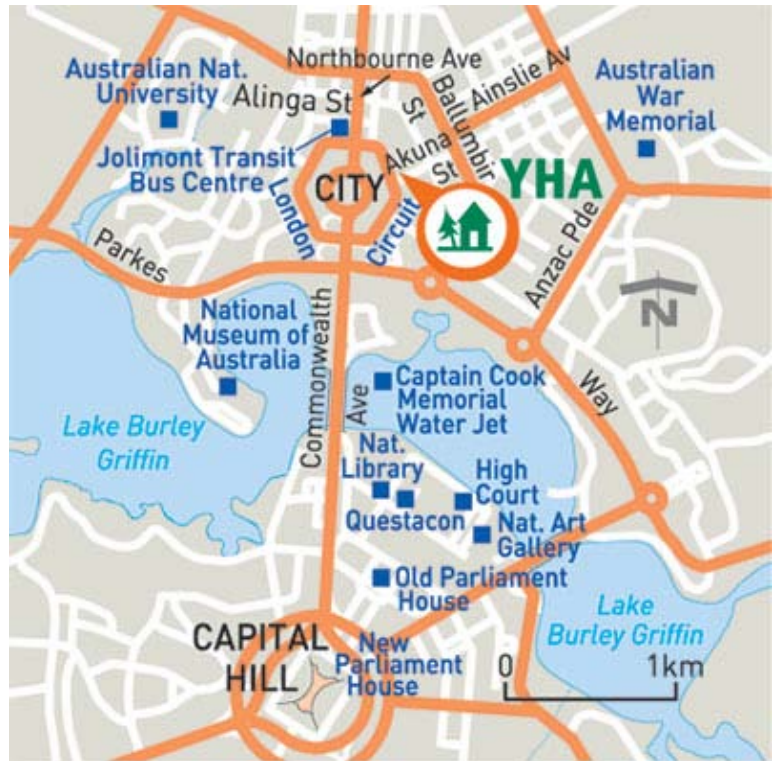
Canberra City YHA is located in the city centre, close to lively cafés, restaurants and bars. Our central location also means we are within walking distance to major shops, banks, post office, cinemas, and theatres. There is a bar located under the hostel (separate entrance and business). Canberra City YHA is conveniently located near many major attractions including the Australian War Memorial, Parliament House, Questacon and the National Museum of Australia.

### Coach Parking

There are two coach sized parking spaces directly in front of the Canberra City YHA on Akuna St. Other bus zones are located a short way from the hostel. These public parking spaces are free and available 24 hours a day. A loading zone alongside the building also doubles as a bus zone after 6pm on weekdays and all day on weekends.

### Car Parking

An off street car park is available in short term metered parking behind the YHA and all day parking is located just across the road from the hostel.



### Group Membership

Groups booking accommodation at any YHA must hold current group membership. Benefits of joining YHA include special group rates at YHA hostels in Australia and around the world and access to discount-priced travel services for groups. Group membership covers 10 or more persons travelling as part of a registered group. Group membership is available for \$42 and is valid for 12 months worldwide.

Please do not hesitate to contact me if you require any further information or would like a hostel inspection. We look forward to having you stay with us!

### Arthur Lee – Group Reservations Co-ordinator

7 Akuna Street  
Canberra City 2601  
Phone: (+612) 6248 9155  
Fax: (+612) 6249 1731  
Email: [canberracitygroups@yha.com.au](mailto:canberracitygroups@yha.com.au)



# YHA GROUP BOOKING FORM



## Canberra City YHA

Thanks for your interest in our hostel. Please return completed booking forms either via fax or email. Please contact us if you require any assistance completing these forms.

P: +61 2 6248 9155 | F: +61 2 6249 1731 | E: [canberracitygroups@yha.com.au](mailto:canberracitygroups@yha.com.au)

### GROUP CONTACT INFORMATION

<b>Name of Group</b>	
<b>Leaders Names</b>	
<b>Phone (daytime)</b>	
<b>Mobile Phone</b>	
<b>Email</b>	
<b>Fax</b>	
<b>Postal Address</b>	
<b>Booking Agent</b>	

*YHA abides by the National Policy Principles in the collection of personal information. Personal information is not disclosed to any third party except as is required by law.*

### MEMBERSHIP INFORMATION

<b>Are you YHA Members?</b>	<input type="checkbox"/> <b>YES.</b> Membership Number: _____ Expiry date: _____ <input type="checkbox"/> <b>NO.</b> Membership is a compulsory requirement for all groups & will be issued at check in. Please complete the group membership details below.		
<b>YHA Group Membership Fee</b>	<input type="checkbox"/> 1 year: \$42	<input type="checkbox"/> 2 years: \$84	<input type="checkbox"/> 3 years: \$126
<b>Type of Group</b>	<input type="checkbox"/> Primary School <input type="checkbox"/> High School <input type="checkbox"/> Tertiary/Educational <input type="checkbox"/> Special Needs	<input type="checkbox"/> Cultural/International <input type="checkbox"/> Guides/Scouts/Youth <input type="checkbox"/> Social/Tour Operator	<input type="checkbox"/> Religious <input type="checkbox"/> Sporting <input type="checkbox"/> Arts/Music

#### I would like to receive the following free information on YHA Hostels and Services:

YHA Australia Hostels and Discounts Guide  Yes  No thanks

Backpacker Essentials – YHA’s Travel Magazine  Online  Mail  No thanks

#### Please also provide me with:

Voting Material  Online  No thanks

Annual Report (also available at [yha.com.au](http://yha.com.au))  Online  No thanks

### HOW DID YOU HEAR ABOUT OUR HOSTEL?

<b>Has your group used other YHA facilities in the past?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes – where? _____
<b>How did you first hear about our YHA or where have you found further information about the YHA?</b>	<input type="checkbox"/> Word of mouth. <input type="checkbox"/> Another website – which website? _____ <input type="checkbox"/> <a href="http://www.yha.com.au">www.yha.com.au</a> . <input type="checkbox"/> Travel agent/Tour operator - which company? _____ <input type="checkbox"/> An advertisement <input type="checkbox"/> Other - please specify: _____ <input type="checkbox"/> YHA brochure or direct mail.
<b>What is the reason for your group excursion?</b>	_____

### GROUP LEADER’S WARRANTY AND UNDERTAKING

#### Please refer to the final page of the booking forms for the Group Booking Terms & Conditions

I/we hereby undertake to accept responsibility for any damage caused to a hostel or organisation property by members of the above group or myself and to recompense the organisation for any such loss. I/we understand that YHA Ltd does not accept responsibility for injury or damage that may occur to any person or property whilst taking part in organisation activities or using the organisation’s hostels and facilities, or those associated or affiliated with the organisation or with the International Youth Hostel Federation. The leaders may represent and vote, or may appoint a person 18 years of age or over to represent or vote on behalf of the group at any General Meeting.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

#### YHA USE ONLY

Amount Paid:  
Payment Type:  
Hostel:

Please select:  
Receipt No:  
Date:  
Valid Until:

New

Renewing

Received By:

ACCOMMODATION REQUIREMENTS	
<b>Number of Nights</b>	
<b>Date + Time of Arrival</b> (Check-in is from 2pm. If your group arrives prior to this time, we can organise luggage storage until the rooms are available. Please indicate expected arrival time)	
<b>Date of Departure</b> (Check out time is before 10:00am)	
<b>Average age of participants</b>	

GUEST COMPOSITION			
Number of Guests	Males	Females	TOTAL
<b>Participants</b>			
<b>Leaders</b>			
<b>Professional Bus Driver</b>			
<i>When allocating share rooms YHA provides separate accommodation for male &amp; females unless otherwise requested.</i>		<b>TOTAL GUESTS:</b>	

Please outline specific room requests (we will assume teachers require twin rooms (no ensuite) unless specified otherwise)

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ADDITIONAL REQUIREMENTS		
<b>Towel Hire</b> Towels are only required for those group members staying in <b>dormitory accommodation</b> . Group members can bring their own towels; they are not required to hire towels.	<b>\$2.00</b> per towel	<b>Would your group like to hire towels?</b> <input type="checkbox"/> No. <input type="checkbox"/> Yes. The group requires _____ towels.

**Notes:**

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## BYTES CAFÉ CATERING

Catering not required

Catering required  **Please fill in meal request**

### Meal Request

- × Select which meals you require by **writing a meal time** in the required box for **breakfast or dinner**. Please put a **tick for the lunches, morning tea or afternoon tea** on the days you require them.
- × Large groups of over 50 will need to stagger meal times and have breakfast and dinner in two sittings (45 minutes apart).

*Remember- Continental breakfast is included in your booking. Please select a time.*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
Basic breakfast (included)							
Deluxe breakfast (upgrade)							
Morning tea							
Basic packed lunch							
Deluxe packed lunch							
Afternoon tea							
Basic dinner							
Deluxe dinner							



## Group Booking Terms & Conditions

**Making a group booking is conditional upon there being sufficient capacity at the hostel to accommodate the booking and the booking being accepted by YHA on behalf of the hostel.**

### **Settlement and Payment**

When a booking is made the group must pay a deposit of 30% of the total booking amount to YHA no later than 14 days from the date of the invoice. The final balance must be paid 21 days prior to arrival. **If booking payments are not received on time, YHA reserves the right to sell the accommodation to other guests.**

### **Refunds and Cancellations**

For cancellations of all or part of the group booking:

- More than 6 weeks prior to arrival: YHA will refund 90% of the cancelled accommodation cost. Full refund on catering.
- Between 21 and 42 days prior to arrival: YHA will refund 70% of the cancelled accommodation cost. Full refund on catering.
- Between 15 and 20 days prior to arrival: YHA will refund 50% of the cancelled accommodation cost. Full refund on catering.
- Between 8 and 14 days prior to arrival: YHA will refund 25% of the cancelled accommodation cost and refund 75% on catering.
- Within 7 days of arrival: No refund.

### **Notice of Liability**

The group leader must agree to ensure that their group will abide by the YHA requirements listed below and any reasonable instructions made by the hostel manager or staff. The group leader must undertake:

1. To accept responsibility for proven damage or loss caused by the group to hostel building or equipment including safety and security systems and to recompense YHA for any such loss or damage.
2. To abide by the conditions of payment for a booking, including the cancellation policy as detailed above.
3. To ensure that any children in the group are supervised at all times. Children must be supervised in public areas that may include elevators, swimming pools and rooftop areas.
4. To agree that YHA does not accept responsibility for accidents which may occur to any group member, or for any damage or theft of property whilst using YHA hostels.
5. Not to drink alcohol excessively at the hostel. If members of the group are under 18, to agree not to bring alcohol onto the hostel premises or to return to the premises in an intoxicated state. Leaders are particularly responsible for ensuring any group member under 18 years of age abides by YHA's policies baring smoking and consumption of alcohol.
6. To follow all parking and other specific requests of the hostel management.

### **General Obligations**

YHA undertakes to provide the agreed services at the agreed times by the Hostel. This obligation does not apply under circumstances beyond the control of YHA such as:

- If the group does not arrive.
- If the group fails to pay the deposit or balance on time.

### **Additional Provisions**

1. Standard hostel policies will be clearly displayed or made available to all guests within the hostel. Group members are expected to comply with such hostel policies.
2. A cash bond may be required from group guests – at the Manager's discretion.
3. YHA reserves the right at all times and without prior notice to stop accommodating a group if one or more group members contravenes hostel policies. No refunds will be given in these circumstances.

### **Cancellation by YHA**

YHA reserves the right to terminate a booking without any obligation to pay compensation if there is sufficient cause to believe that the nature of the group's meeting at the hostel is different than could reasonably have been expected, based on the group's request or on the character of the group, and that YHA would not have entered into the agreement had it known the true nature of the intended meeting. Should YHA choose to exercise this right after such meeting has commenced at the Hostel, the group's payment for the services rendered to that point will be retained and the balance paid will be refunded.

### **Group Membership**

To stay at YHA hostels, groups must be members of YHA. Australian groups join YHA in their home state. Non- Australian groups join YHA/HI in their home country. Group Membership can also be arranged at the time of booking.

### **Disclaimer**

I hereby warrant YHA Ltd and its member hostel that I am authorised to enter into this agreement and as such accept full personal responsibility for the group's adherence to the Group Booking Conditions and undertake to ensure that the group in my charge abides by those Conditions.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

