



RAILWAY SQUARE YHA



ABOUT US

Thank you for your enquiry regarding accommodation at Railway Square YHA. Located in the epicentre, adjoining 'Platform Zero' of Central Railway Station, your group can experience the unique characteristics of this heritage-listed property, providing affordable accommodation and the latest in modern facilities.

We can accommodate groups of all shapes and sizes up to approximately 40 people.

If your group exceeds this limit we'll be more than happy to recommend some alternative accommodation options.

The Facilities

- Comfortable 4 and 6 share dormitory-style accommodation for group members
- Limited single/twin/double rooms for group leaders.
- Catering on-site for breakfast
- Bistro catering for dinner at Sydney Central YHA – 500m away
- 24 Hour staffing and access
- Wheelchair access
- Lockers in all shared rooms
- Room card keys for security
- Information desk and tour booking service
- Internet and email access
- Local parking
- TV lounge
- Laundry facilities
- Airport transfers

Things to do at Railway Square

Located adjacent to Central station, it is an easy walk to many major attractions including Museums, Art Galleries, Entertainment Centre, Opera House, The Rocks, China Town, Darling Harbour and Theatres.

Railway Square YHA

8 – 10 Lee St

(cnr Upper Carriage Lane)

Sydney NSW 2000

Phone: (02) 9281 9666

Fax: (02) 9281 9688

Email: railwaygroups@yha.com.au

yha.com.au/groups





YHA's Commitment to your Group

- Railway Square YHA has a Group Reservations Co-ordinator acting as your first point of contact 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.
- If your group comprises of children under 18 years old your group leaders, including the coach driver and any other accompanying adults will be allocated separate rooms from the group if requested.
- These rooms will be allocated as close to the group to facilitate effective supervision. If however you have a group of a young age and prefer to be in the same room as them, this can be arranged.

Risk Management

Railway Square 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 members are trained and capable of handling emergency situations.

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

[Railway Square YHA risk assessment form](#)

Nearest Medical Centre

Broadway General Practice
Level 1, Broadway Shopping Centre
1 Bay St Sydney
NSW 2007
T: 02 9281 5085

Nearest Hospital

Royal Prince Alfred Hospital
Missenden Rd
Camperdown
NSW 2050
T: 02 9515 6111





The Accommodation

All bedding is provided (doonas, sheets and pillows) however you must bring towels. Bathroom facilities are situated on each floor and shared by the people in dormitory-style rooms.

There are lockers in all share rooms (you need to provide your own padlocks or we have them for sale at reception). Please note that due to the layout of rooms, groups may have to be located on different levels of the building. 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 4, 6 or 8 share dormitory style rooms. Each room is equipped with lockers and individual reading lights. Bed linen is provided however please bring your own towels for shower and beach (or they can be rented at reception for \$1). Please note that due to the layout of rooms, groups of 20 or more may be located on different levels.

Supervisor and Driver rooms

Supervisors are accommodated in single, twin and triple rooms with or without private ensuite. (Subject to availability) These rooms include all bed linen and a desk. Professional coach drivers are not expected share with group members and will be allocated a single room with ensuite or without unless otherwise requested. Coach Driver stays free of charge.

Group Rates

	Bed & Breakfast
Dormitory room - per person per night	\$41
Single room – per room per night	\$94
Single/Twin/Double room - based on double occupancy per night	\$100

(NB: all prices are quoted in Australian Dollars and inclusive of GST).

*Rates valid from 1st January 2012 to 31st December 2012

*all rates include continental breakfast – bed only rate is minus \$6 per person

Group Membership

Groups booking accommodation at any YHA must hold a current group membership. Benefits of joining YHA include special group rates at YHA hostels in Australia and around the world with 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 fill out membership booking form attached.

Meals

Continental Breakfast will be provided on-site. Dinner is available at Sydney Central's YHA "In Café", 3 minutes walk from Railway Square. We can also arrange for lunch packs and we do cater for special dietary requirements if requested in advance. All meals must be booked in advance and paid at least 21 days prior to arrival.



Transport and getting to Railway Square YHA

Location and Transport

By Train:

50 meters to Central station entrance. Follow the railway Square YHA signs in the station to the hostel.

By Bus:

150 meters to coach terminal, located in Eddy Ave. 50 meters to city bus terminals at railway Square.

Nearest Airport:

10 kilometers to airport (Sydney's Kingsford Smith International and Domestic), From airport, take airport shuttle to door OR Take the train to Central station and using Devonshire St exit from the station, walk through the pedestrian tunnel to the hostel.



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!

Sylvia Della Vedova

Deputy Manager and Group reservations

Phone: 02 9281 9666

Fax: 02 9281 9688

Email: railwaygroups@yha.com.au



YHA GROUP BOOKING FORM



Railway Square 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 9281 9666 | F: +61 2 9281 9688 | E: railwaygroups@yha.com.au

GROUP CONTACT INFORMATION

Name of Group	
Leaders Names	
Phone (daytime)	
Mobile Phone	
Email	
Fax	
Postal Address	

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

Are you YHA Members?	<input type="checkbox"/> YES. Membership Number: _____ Expiry date: _____ <input type="checkbox"/> NO. Membership is a compulsory requirement for all groups & will be issued at check in. Please complete the group membership details below.
YHA Group Membership Fee	<input type="checkbox"/> 1 year: \$42 <input type="checkbox"/> 2 years: \$84 <input type="checkbox"/> 3 years: \$126
Type of Group	<input type="checkbox"/> Primary School <input type="checkbox"/> Cultural/International <input type="checkbox"/> Religious <input type="checkbox"/> High School <input type="checkbox"/> Guides/Scouts/Youth <input type="checkbox"/> Sporting <input type="checkbox"/> Tertiary/Educational <input type="checkbox"/> Social/Tour Operator <input type="checkbox"/> Arts/Music <input type="checkbox"/> Special Needs
I would like to receive the following free information on YHA Hostels and Services:	
YHA Australia Hostels and Discounts Guide	<input type="checkbox"/> Yes <input type="checkbox"/> No thanks
Backpacker Essentials – YHA’s Travel Magazine	<input type="checkbox"/> Online <input type="checkbox"/> Mail <input type="checkbox"/> No thanks
Please also provide me with:	
Voting Material	<input type="checkbox"/> Online <input type="checkbox"/> No thanks
Annual Report (also available at yha.com.au)	<input type="checkbox"/> Online <input type="checkbox"/> No thanks

HOW DID YOU HEAR ABOUT OUR HOSTEL?

Has your group stayed at our hostel in the past?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Has your group used other YHA facilities in the past?	<input type="checkbox"/> No <input type="checkbox"/> Yes – where? _____
How did you first hear about our YHA or where have you found further information about the YHA?	<input type="checkbox"/> Word of mouth. <input type="checkbox"/> Another website – which website? _____ <input type="checkbox"/> www.yha.com.au . <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.
What is the reason for your group excursion?	_____

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

Number of Nights	
Date + Time of Arrival (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)	
Date of Departure (Check out time is before 10:00am)	
Average age of participants	

GUEST COMPOSITION

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

ROOM REQUIREMENTS

Room Type	Beds per room	Cost per person per night	Number of People
Dormitory*	4 and 6	\$ 41	
		Cost per room per night	Number of Rooms
Double/Twin Room*	1 Double bed / twin bunk	\$ 100	
Single Room*	1 Single bed	\$ 94	

*prices include continental breakfast – Please advise us if you a room for your professional driver at the time of booking

ADDITIONAL REQUIREMENTS

Towel Hire Towels are only required for those group members staying in dormitory accommodation . Group members can bring their own towels; they are not required to hire towels.	\$1.00 per towel	Would your group like to hire towels? <input type="checkbox"/> No. <input type="checkbox"/> Yes. The group requires ____ towels.
Airport Transfers We can arrange one-way or return airport transfers. If you require transfers please forward flight details .	From \$12.00 per person	Does your group need airport transfers? <input type="checkbox"/> No. <input type="checkbox"/> Yes, one-way. <input type="checkbox"/> Yes, return transfers.

PAYMENT DETAILS

<input type="checkbox"/> Cheque	Cheques made payable to: YHA Ltd. Post to: Railway Square YHA c/o Group Reservations Coordinator 8 – 10 Lee St Sydney NSW 2000.	<ul style="list-style-type: none"> All prices quoted are in Australian Dollars and include GST. All prices are valid until 31st December 2012. A 30% deposit is required WITHIN 14 DAYS to secure your reservation. Payment of balance due 21 days prior to arrival. 																	
<input type="checkbox"/> Electronic Funds Transfer	YHA Ltd. Bank Details: Westpac, 341 George St, Sydney NSW Account Number: 997185 BSB: 032 000 IBAN: WPACAU2S Please quote Invoice Number on EFT.																		
<input type="checkbox"/> Credit Card	Card number <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> </tr> </table> Expiry Date: _____ , _____ Cardholders Name: _____ <input type="checkbox"/> I hereby authorise YHA Ltd to charge the above credit card: <ol style="list-style-type: none"> 1. A 30% deposit at the time of booking; 2. The final balance of the invoice one month prior to the group's arrival. 		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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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 barring 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 _____

