



# SYDNEY CENTRAL YHA



Thank you for your enquiry regarding accommodation at Sydney Central YHA. Conveniently located just across from Central Railway Station and interstate coach terminals, Sydney Central YHA offers groups affordable accommodation and modern facilities in one of the largest YHAs in the world. We can accommodate groups of all shapes, sizes and ages up to approximately 110-120 people. If your group exceeds this limit, please contact us to discuss your requirements before making a booking.

## Services and Facilities

- Comfortable 4 and 6 share dormitory-style accommodation for group members
- Limited double/twin rooms for group leaders
- Cafe catering for breakfast, lunch and dinner
- Reception staffed 24 hours a day
- Meeting and conference facilities available on request
- Wheelchair access
- Lockers in all shared rooms
- Room card keys for security
- Information desk and tour booking service through YHA's own travel agency
- Internet and email access
- Local parking
- Mini supermarket
- TV lounges
- Laundry facilities
- BBQ
- Games area and TV rooms
- Cinema room
- Roof top balcony overlooking Haymarket
- Free luggage storage available for groups prior to check in and after check out.

## Things to do at Sydney Central

Located opposite Central station, it is an easy walk to many major attractions including Museums, Art Galleries, Entertainment Centre, Opera House, The Rocks, China Town and Theatres. For something educational why not arrange a tour of inside the ABC Sydney's home of the Australian Broadcasting Corporation. The ABC Ultimo Centre brings together all aspects of the national broadcaster, including Television, Radio, New Media, Transmission and News and Current Affairs. Or Hyde Park Barracks Museum which housed 15,000 male convicts in government employment between 1819 and 1848 and later became a female immigration depot and a government asylum for women.

## Sydney Central YHA

11 Rawson Place,  
Cnr Pitt St and Rawson Place  
Sydney 2000

Phone: (02) 9218 9018

Fax: (02) 9218 9099

Email: [sydcentralgroups@yha.com.au](mailto:sydcentralgroups@yha.com.au)

[yha.com.au/groups](http://yha.com.au/groups)





## YHA's Commitment to your Group

Sydney Central YHA has a dedicated Group Reservations Co-ordinator as a single 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.
- Reception is open 24 hours a day and can be called upon at anytime 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; however your group will at times be required to share bathrooms with other hostel guests.
- 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 private rooms separate rooms from the group.
- These private rooms will be allocated as close as possible to the rest of the group to facilitate effective supervision. If however your group leaders prefer to be in the same room as their group members this can be arranged.
- Electronic key locks on all bedroom, bathrooms and guest only areas throughout the hostel.

## Risk Management

Sydney Central YHA is pro-active in taking preventative measures as 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 Sydney Central YHA](#)

### Nearest Medical Centre

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

### Nearest Hospital

Royal Prince Alfred Hospital  
Missenden Rd  
Camperdown NSW 2050  
Ph: (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 share dormitory style rooms. Towels are available for hire for \$1. Communal bathrooms are conveniently located on each level.

### Supervisor and Driver rooms

Supervisors can be accommodated in double or twin rooms with private or shared facilities.\* These rooms include all bed linen and towels. Professional coach drivers are not expected to share with group members and will be allocated a double ensuite room unless otherwise requested.

\*Subject to availability.

### Group Rates

	Bed & Breakfast
<b>Multi share</b> – per person per night*	\$42.50
<b>Twin /Double Shared Bathroom</b> – per room*	\$103.00
<b>Double / Twin Room Ensuite</b> – per room*	\$117.00

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

Rates valid from 1st October 2011 to 30th September 2012

\*All rates include breakfast

**Meeting Room** Available for in-house groups, our meeting room comfortably seats 50 people theatre style. Facilities include audiovisual equipment. Bookings must be made in advance. Meeting room Session 1: 9am- 1pm, Session 2: 1pm to 5pm, Session 3: 5pm to 9pm. Cost: \$80-\$100

### 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.

## Meals

Continental breakfast is included in the group rate, with the option of upgrading to a full cooked breakfast. Takeaway lunches and dinners are also available upon request. We can cater for special dietary requirements. All meals must be booked in advance and in conjunction with the final payment.

## Activities

If you are interested in doing some local activities we can organise such things as:

- Bus tours (Hop-on / hop-off bus that visits all the main tourist sights of Bondi & Sydney)
- Surf lessons
- BridgeClimb
- Blue Mountains Day or overnight trips
- Discounted admission to Wildlife World/Aquarium/Sydney Tower/Manly Oceanworld
- Bus Tickets





## Transport and getting to Sydney Central YHA

### Location and Transport

#### By Train

The hostel is only a five minute walk from Central Station.

#### By Plane (from the airport)

There is a train service running every 10 minutes between 5am and 11pm from the airport terminal. It takes only 13 minutes to reach Central Station. An airport shuttle bus service runs between 5am – 7pm and must be pre booked prior to arrival. It takes approximately 30 – 45 minutes one way. If you have a group of over 10, we can arrange transport for your group transfers for as little as \$10 one way. Please contact us for further details.

#### Parking

Secure underground parking is available at the Sydney Central YHA. Limited spaces are available and must be booked in advance. The rate for the car park is \$20 per vehicle per night. Height restriction of 2.1 meters. Limited disabled parking is also available and must be booked in advance through the Group Reservations Co-ordinator. Reception staff will be able to provide you with a swipe key and point you in the right direction.

#### Coach Parking

There are a number of parking options for groups travelling in buses to Sydney Central YHA. See below:

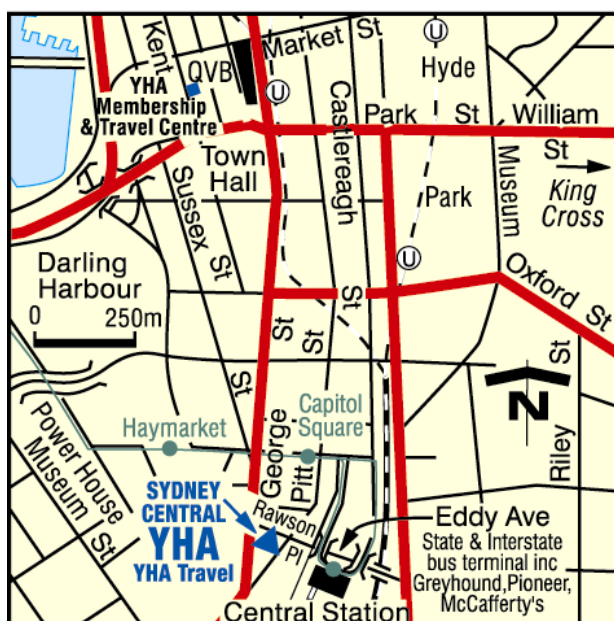
**Entertainment Centre Parking** Type of Parking Car/Minibus/Motorcycle (2 meter height restriction) Cost Casual rates of \$5 per hour, early bird special \$10 Operating Hours 24/7 Phone 1800 PARKING

**Goulburn Street Parking Station** Type of Parking Car/Motorcycle (1.98 meter height restriction) Cost \$7 Casual parking per hour, nightly rates of \$9 and weekend rates of \$10-\$15 Operating Hours 7am-12am, Friday and Saturday 7am-1am Phone 1800 PARKING

**Darling Street – Behind the Entertainment Centre** Type of Parking Coach Cost Free of charge, must have proper coach plates Operating Hours Subject to Availability (max 20 spaces) Phone Sydney Foreshore Authority 02 9240 850

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

## SYDNEY CITY



Lauren McDonald & Kaitlin Kramer  
Group Co-ordinators  
Phone: (02) 9218 9018  
Fax: (02) 9218 9099  
Email: [sydcentralgroups@yha.com.au](mailto:sydcentralgroups@yha.com.au)



# YHA GROUP BOOKING FORM



## SYDNEY CENTRAL 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 9218 9000 | F: +61 2 9218 9099 | E: [sydcentralgroups@yha.com.au](mailto:sydcentralgroups@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"/> <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.
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
<b>I would like to receive the following free information on YHA Hostels and Services:</b>	
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
<b>Please also provide me with:</b>	
Voting Material	<input type="checkbox"/> Online <input type="checkbox"/> No thanks
Annual Report (also available at <a href="http://yha.com.au">yha.com.au</a> )	<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"/> <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.
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

<b>Number of Nights</b>	
<b>Date + Time of Arrival</b> (Check-in is from 1pm. 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>

### ROOM REQUIREMENTS

Room Type	Beds per room	Cost per person per night	Number of People
<b>Dormitory*</b> with private bathroom	4 and 6	\$ 42.50	
		Cost per room per night	Number of Rooms
<b>Double/Twin Room*</b> with Shared bathroom	1 Double or 2 Twin Beds	\$ 103.00	
<b>Double/Twin Room*</b> with private bathroom	1 Double or 2 Twin Beds	\$ 117.00	
<b>Professional Driver Room*</b> with private bathroom	1 Double bed	Free of Charge	

\*prices include continental breakfast

### ADDITIONAL REQUIREMENTS

<b>Airport Transfers</b> <small>We can arrange one-way or return airport transfers. If you require transfers please forward <b>flight details</b>.</small>	From <b>\$10.00</b> per person	<b>Does your group need airport transfers?</b> <input type="checkbox"/> No. <input type="checkbox"/> Yes, one-way. <input type="checkbox"/> Yes, return transfers.
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### PAYMENT DETAILS

<input type="checkbox"/> <b>Cheque</b>	Cheques made payable to: YHA Ltd. Post to: Sydney Central YHA c/o Group Reservations Coordinator 11 Rawson Place Sydney NSW 2000.	<ul style="list-style-type: none"> <li>All prices quoted are in Australian Dollars and include GST.</li> <li>All prices are valid until 31<sup>st</sup> December 2012.</li> <li>A 30% deposit is required <b>WITHIN 21 DAYS</b> to secure your reservation.</li> <li>Payment of balance due <b>one month prior to arrival</b>.</li> </ul>																			
<input type="checkbox"/> <b>Electronic Funds Transfer</b>	YHA Ltd. Bank Details: Westpac, 341 George St, Sydney NSW Account Number: 997185 BSB: 032 000 IBAN: WPACAU2S <b>Please quote Invoice Number on EFT.</b>																				
<input type="checkbox"/> <b>Credit Card</b>	Card number <span style="float: right;"><input type="checkbox"/> Visa                      <input type="checkbox"/> MasterCard</span> <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; background-color: black;"></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; background-color: black;"></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; background-color: black;"></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"> <li>1. A 30% deposit at the time of booking;</li> <li>2. The final balance of the invoice one month prior to the group's arrival.</li> </ol>		-	-	-	-		-	-	-	-		-	-	-	-		-	-	-	-
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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 \_\_\_\_\_

