Caloundra Holiday Centre
Guest Check In Form

PLEASE COMPLETE FORM PRIOR TO ARRIVAL AND EITHER HAND TO STAFF MEMBER OR EMAIL TO ENQUIRIES@CALOUNDRAHOLIDAYCENTRE.COM.AU

HOLIDAY UNIT: _____

SURNAME: _____ CAR REGISTRATION: _____

DRIVERS LICENCE NO.: _____ LICENCE EXPIRY DATE: ____/____/____

Please note:

As a courtesy to your cleaner, please ensure that the property is left in a tidy condition, that all dishes are washed and put away, BBQ's are cleaned and all rubbish is removed from the property. If the property is not left in an acceptable manner you will be charged an additional cleaning charge, which will be charged to your credit card, deducted from your security key deposit, or invoiced to you. Any damages will also be charged to you, so please inform the office on your arrival date of any damage in the property.

CREDIT CARD INFORMATION (This information will not be passed on to any other party and is destroyed after the tenancy is complete.)

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Name on card: _____

Signature on card: _____

I, the below signed, accept all conditions applicable to letting this unit on a holiday basis (Please read Conditions of Booking and Rental – Holiday Properties) Should I default on these conditions, I give my permission to the agent to charge my credit card for the default, or deduct same from my security deposit. If the amount is insufficient to cover the costs, I understand that I will be liable for any additional costs, and Caloundra Holiday Centre will invoice me for this additional amount, which will be payable within 7 days of receipt of the invoice.

GUEST SIGNATURE: _____ **DATE:** _____

Please also note: Misplaced keys or keys locked in a unit outside office hours incur a call-out fee of $25 CASH.