



SWINBURNE UNIVERSITY  
OF TECHNOLOGY

# VIP ACCOMMODATION

2012

On campus accommodation is available to visiting VIP's to the University.

The University has two VIP Suites on campus. These fully furnished townhouse style apartments are located at 2/24 and 6/24 Park Street at the Hawthorn Campus and are within minutes to all amenities, including Glenferrie Road. The VIP Suites feature:

- Master bedroom
- Second bedroom
- Separate study with network computer and printer
- Telephone (linked to Swinburne's PABX) with IDD access
- Facsimile machine
- Lounge with TV and DVD facilities
- Dining Room
- Kitchen with gas stove, oven, microwave, refrigerator, dishwasher, toaster, sandwich maker and electric jug.
- Cutlery and crockery
- Laundry with washing machine, dryer and ironing facilities
- Security entrance

The air conditioned VIP Suites are serviced every Monday, Wednesday and Friday by our cleaning staff.

**Cost:** \$175 a night for single, double or twin. \$195 a night for triple.

\* *Single Night bookings attract a \$30 surcharge*

**Application:** Please call our Reception Desk on 9214 5555 first to make sure the VIP Suite is available. If available, forward the completed VIP Booking Form to Student Residences Mail 42.

**Finance 1:** Finance one internal transfer will be initiated once form is sent back.

**Confirmation:** Once the application is received and approved, you will be sent a written confirmation of your booking

**Cancellation Fee:** Confirmed bookings that are cancelled will attract a cancellation fee as follows:

Less than 7 days notice      \$500



## VIP Booking Form

Please contact the office on 9214 5555 before filling in this form to check availability. Please use BLOCK LETTERS printed clearly. Please send this form to Student Residences H42.

VIP/DEPARTMENT DETAILS	
Name(s) of VIP:	
Institution/University and Position:	
Email Address:	
Number in party (Please circle one):	1                      2                      3
Departmental Contact:	Ph. No:
Departments are expected to pay the full cost of accommodation for the period specified below.	
Arrival Date:	TIME:
Departure Date:	TIME:
<ul style="list-style-type: none"> <li>My School/Department agrees to pay full cost for the VIP accommodation. An internal transfer should be sent through to Managers name: _____</li> <li>Account Code to charge to: _____</li> </ul>	
Authorised by:	Department:
Signature:	Date:

**Please forward this application with to Student Residences, Mail No.H42.**

### OFFICE USE ONLY

FEES PAID: \_\_\_\_\_

Checked in by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Checked out by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Key returned to \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_