



## **Bookings**

All bookings must be made in writing. If initial contact is by telephone, this booking must be confirmed in writing. One nights accommodation must be paid in advance as a deposit for each room.

## **College Office**

The office is open Monday to Friday, 9 am to 5 pm.

## **Payment of Accounts**

Please arrange to pay accounts during the above office hours. Payments are accepted by cash, personal cheque or credit card (1% surcharge applies to all credit card payments). Rooms should be vacated by 10 am on the day of departure and luggage may be left in the TV room opposite the office.

## **Telephone calls and Internet Access**

Public telephones are available at the nearby Women's and Children's Hospital. The after hours College telephone number is 8239 8785.

There is no internet access for visitors. There are several internet café's within the Adelaide CBD, approximately 15 minutes walk from the College.

If your conference office is to print a brochure or circular for members, please check accommodation details with the College before printing. It has been found to be useful for the College to have a copy of the brochure.

Any enquiries can be directed either to the Principal's Secretary, Ms Amy Buxton on 8267 1478

## **Keys**

You will be issued with a room key and when you leave, please return it to the office during the above hours. If you are leaving outside office hours, please drop it in the key slot in the office door. **DO NOT LEAVE KEYS AT THE FRONT DESK.** We charge a \$25 fee to replace lost keys

## **Front Door**

The front door is locked at all times. It can be opened by using your room key.

## **Smoking**

Smoking is not permitted inside the College buildings.

## **Mail and Messages**

Any mail or messages will be pinned to the notice board in the front foyer.

## **Laundry**

There are several laundries provided with coin-operated washers and driers. Please do not wash or dry your clothes in bathrooms or study-rooms.

## **Emergencies**

Please report any breakages and plumbing or electrical faults to the College office as soon as possible. Urgent matters that arise after hours may be reported by phoning the tutor on duty; tutor's name, room number and phone number will be found on the door next to front desk.

## **Tea and Coffee**

Tea and coffee making facilities are provided in your room, milk is available from the fridge in the pantry for your corridor.