



Holiday Homes Booking & Occupancy Terms & Conditions

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Introduction

The Police Association's strategic plan aims to deliver the highest quality support, representation and benefits to its members.

One of the many benefits the Association is committed to providing members is exclusive access to high-quality holiday accommodation at a very low cost in sought-after locations.

The Association's portfolio of holiday properties, located in country Victoria and three city apartments, are all available for the enjoyment of members and their families. The list of properties and their features can be viewed on the Holiday Home page of the Association's website www.tpav.org.au or TPAV App.

Due to the high demand, all properties are allocated by way of a ballot draw. This is the fairest process that ensures all members have an opportunity to enjoy the facilities.

Members interested in booking a holiday property should read the following booking and occupancy terms and conditions.

1. Rules of Occupancy

- 1.1 To ensure the holiday homes are utilised exclusively by Association members, the member who made the booking using his/her registered number (or the member's spouse) must be in attendance for duration of the occupancy.
- 1.2 A weekly service is undertaken of all properties, but we also ask that the property is treated with respect and it is left in the same conditions as it was found. Any breakages, faults or damage should be reported to the Holiday Home Coordinator as soon as practicable.
- 1.3 The properties must not to be sub-let to any other member or person.
- 1.4 Pets are not permitted in or at the homes.
- 1.5 Smoking is prohibited inside the homes.
- 1.6 The accommodation is restricted to the rental of the home as described in our correspondence. No other structure such as a tent, caravan or similar, is permitted on the property at any time.
- 1.7 The homes are available for occupation after 2:30pm on the first day of rental and must be vacated by 10:00am on the day of departure.
- 1.8 At the time of check-out, members should ensure that the property is cleaned, the refrigerator has been emptied and all rubbish removed and don't forget to check you have packed all your personal belongings.

2. Facilities

- 2.1 Each property is fully furnished and equipped, however members will be required to bring the following items:
- All bedding (e.g. blankets, doonas, linen, pillows)
 - Towels & bath mat
 - Tea towels
 - Cleaning products such as dishwashing liquid/powder, laundry detergent, cleansers, sponges/dish cloth, etc.)
- 2.2 A full list of features for each holiday home is available on the Holiday Home page of the website.

3. Eligibility

- 3.1 Holiday homes are for the exclusive use of members, however, retired members and widows/widowers of members are also eligible to apply for immediate and partial bookings.
- 3.2 Due to the high level of interest by members in securing a holiday home, bookings are allocated via a ballot process (refer paragraphs 4.4 to 4.10 below).
- 3.3 If a vacancy is not filled through the ballot, bookings are open to members and retired members in the following order of priority:
- (1) Members – who are currently financial
 - (2) Retired Members (who contribute as Outside Members)
 - (3) Life Members
 - (4) Widows/widowers of Police Association members
 - (5) Retired Members
 - (6) Staff members of The Police Association
 - (7) Interstate/ Overseas Police Association members

4. Booking Process

Ballots

- 4.1 Holiday home bookings are initially allocated via a ballot process actioned six months prior to the intended week of occupancy. Only current financial members are eligible to submit a ballot application. Ballot vacancies appear in blue on the Holiday Home page of the website.
- 4.2 Bookings are for a seven day period, from Sunday 2.30pm to Sunday 10.00am. Partial bookings are not applicable in the ballot process.
- 4.3 Expressions of interest for inclusion in a ballot can be submitted up to 12 months prior to the ballot draw. Expressions of interest can be submitted via:
- TPAV Website
 - TPAV App
 - Email to holidayhomes@tpav.org.au

- 4.4 Ballot applications submitted via the website or the App will be acknowledged by email to the member's Victoria Police email address.
- 4.5 If there are multiple expressions of interest for a particular ballot draw, members who have not booked a holiday home in the last five years will be given priority over members who have in recent years successfully booked a holiday home. This is to make the process fair and give each member a chance of a successful ballot draw.
- 4.6 If all expressions of interest for a particular ballot draw are from members who have occupied a holiday home in the past, then the ballot draw will not exclude any member.
- 4.7 Should the member selected from a particular ballot choose not to accept the booking, the ballot will be redrawn.
- 4.8 The ballot draw is random and not based on any criteria such as seniority.

Immediate Bookings

- 4.9 Immediate bookings are vacancies that have not been booked in the ballot process or arise due to a cancellation. These vacancies appear as green on the Holiday Home page on the Association's website and TPAV App and can be booked as per the eligibility priority list above at 3.3 and are strictly on a "first in best dressed basis".
- 4.10 Immediate bookings are also for a seven day period from Sunday 2.30pm to Sunday 10.00am.

Last Minute - Partial Bookings

- 4.11 Last minute - partial bookings are vacancies in the two weeks prior to check in and may be booked for a minimum of three nights.
- 4.12 Eligibility for last minute partial bookings is the same as Immediate Bookings (refer paragraphs 4.9 and 4.10 above).
- 4.13 Properties are available from 2.30pm on check-in day and must be vacated by 10.00am on day of departure.

5. Booking Rates

- 5.1 The booking rates for all holiday properties are advertised on the Association's website and TPAV App.
- 5.2 Rates are reviewed from time to time and should there be a price change, members will be notified via the TPAV website and newsletter.
- 5.3 Rate increases will only be implemented six months after a notification is issued to members.

6. Payments

Deposit

- 6.1 Once a booking has been confirmed, an email will be sent to the member's Victoria Police email address requesting a non-refundable deposit of \$50 payable within 14 days of the confirmation date.
- 6.2 A failure to pay the deposit within the 14 days of the booking confirmation, without notification or communication to the Holiday Home Coordinator, may result in the cancellation of the booking.

Final Payment

- 6.3 The balance of funds must be paid at least 28 days prior to occupancy. Payments may be made in instalments.
- 6.4 Full details regarding the selected property will be forwarded to the member's Victoria Police email address on receipt of the final payment.
- 6.5 Payment option details are outlined on the Holiday Home page of the website.

7. Cancellations

- 7.1 Cancellation of bookings must be conveyed to the Association at least 21 days prior to the check-in date.
- 7.2 Refunds, less the \$50 deposit, will be paid for bookings cancelled within 21 days of the check-in date.
- 7.3 Bookings may be transferred, subject to availability, should the booking date no longer be suitable due to exceptional circumstances. Any monies paid will be transferred to the new date/location.

8. Cleaning/Housekeeping

- 8.1 All properties are cleaned on a weekly basis. To provide the cleaner with access and sufficient time, members should vacate the property by 10:00am on the day of check-out and not enter before 2:30pm on day of check-in.
- 8.2 The properties are professionally cleaned, however members must leave the property as it was found by emptying and, if necessary, cleaning the refrigerator, oven and microwave, wipe all bench tops and remove all rubbish (refer paragraph 1.9 above).
- 8.2 Members are requested to put the rubbish and recycle bins on the nature strip on allocated rubbish collection day (refer information folder in the holiday home for collection days).

- 8.3 Where BBQ facilities are provided, it is expected that they be cleaned prior to departure. Members are requested to refill the gas bottle if required and claim a reimbursement by presenting the receipt to the Holiday Home Coordinator.
- 6.4 Members are requested to abide by any water restrictions in place at any time.
- 6.5 Members are requested to turn off electrical appliances, such as lights and heaters, air conditioners, when away from the property and when vacating the property.

9. Child Safety

- 9.1 For safety reasons, children under the age of 6 years are not permitted to sleep or play on the top bunk (where provided). The Police Association does not accept any responsibility for personal injury if this policy is not adhered to.
- 9.2 The swimming pool gate (where applicable) must be kept closed at all times and must not be propped open.
- 9.3 Children must be supervised at all times while in and around the swimming pool.

10. Insurance

- 10.1 The Association's holiday homes are insured, however the insurance policy does not cover theft of personal items owned by the member or the member's family/friends while occupying any of our holiday homes. The member should therefore ensure that personal belongings are covered by their insurance policy under the Temporary Removal Clause.

11. Contact Information

Holiday Home Coordinators during business hours: telephone 9468 2600
Emergency after hours: telephone 9468 2600 and select option 7
Holiday Home email: holidayhomes@tpav.org.au
TPAV website: www.tpav.org.au
TPAV App: TPAV

12. Definitions

Ballot: refers to a system of randomly selecting eligible members to fill vacancies in the holiday homes.

Check-in: means members can access the property from 2:30pm on check-in day

Check-out: means members must vacate the property by 10:00am on check-out day

Deposit: refers to monies paid to secure the booking.

Financial Member: current TPAV member

Full Payment: refers to balance of monies payable

Holiday Home: refers to holiday home, unit and apartment

Immediate Bookings: means vacancies that may be booked without a ballot application

Partial Bookings: means a booking of a minimum of 3-nights that may be booked without a ballot application

Property: means holiday home, unit and apartment

TPAV: means The Police Association Victoria

Transfer: means a booking transferred from one property to another or one date to another.

Vacancies: means properties that are vacant as a result of no ballot applications or due to a cancellation and may be booked (refer immediate bookings).

Website: www.holidayhomes.org.au