Thank you for your enquiry regarding accommodation at Canberra City YHA. Conveniently located in the busy centre of Canberra, the Canberra City YHA offers groups affordable accommodation and modern facilities. We can accommodate groups of all ages up to approximately 100 people.

Brand new secure groups-only areas on two floors with swipe card access, bathrooms and leaders rooms.

Services and Facilities
- Internet café and wireless connection
- Catering in Bytes Café (located on site)
- Fully self-contained kitchen and dining area (self catering available for groups of up to 15 people only)
- Indoor pool, spa and sauna
- Rooftop terrace and BBQ area
- Laundry facilities
- Wheelchair access
- Secure groups-only accommodation areas
- Free DVD rental and groups TV area
- Games area
- Vending machines
- Lockers in common areas and all shared rooms
- Central heating and cooling system
- Transit Bar located on the lower ground floor (separate entrance)

Things to do at Canberra
- Australian War Memorial
- New Parliament House
- The Telstra Tower / Black Mountain
- Cockington Green
- National Gallery Of Australia
- National Museum Of Australia
- Portrait gallery
- Questacon
- CSIRO
- Old Parliament House
- National Library
- National Zoo & Aquarium
- The Australian Institute of Sport
- Canberra Deep Space Communication Complex
- Paddle, Roll or Bike around Lake Burley Griffin
- Australian National Botanic Gardens
- The Royal Mint of Australia
- Tidbinbilla Natural Reserve

Canberra City YHA
7 Akuna Street
Canberra City 2601
Phone: (+612) 6248 9155
Fax: (+612) 6249 1731
Email: canberracitygroups@yha.com.au
yhagroups.com.au
YHA’s Commitment to your Group

Canberra City YHA has a dedicated Group Reservations Co-ordinator 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.
- A member of staff will be available 24 hours a day and can be called upon 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.
- Group leaders including coach drivers will be allocated separate rooms to group members under 18 years of age unless otherwise requested.
- These rooms will be allocated as close as possible to the rest of the group to facilitate effective supervision.
- Subject to availability, coach drivers will be allocated their own private room with en-suite

Risk Management

Canberra City YHA is pro-active in taking preventative measures at 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 Canberra City YHA

Nearest Medical Centre

Garema Place Surgery
Garema Place, Canberra City
ACT 2601
Ph: (02) 6257 1000

Nearest Hospital

Calvary Hospital
Cnr Haydon Dr & Belconnen Way,
Bruce ACT 2617
Ph: (02) 6244 2222
The Accommodation

Your group will be allocated separate dormitories and will not be expected to share rooms with other hostel guests. Your group will be expected to share communal areas, such as bathrooms, with other groups unless you ask for ‘exclusive use’ (from April 2014) – see below. Please enquire about this when making a booking.

Rooms are located in Groups-only area and your group will be assigned consecutive rooms to keep your group together (subject to availability). 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 four-share or eight-share dormitory style rooms. Each room is equipped with lockers, individual reading lights and a desk. Bed linen is provided, however we request that students bring their own towels (for shower and pool). Towels can be hired (with prior arrangement) for $2 per towel. Communal bathrooms are conveniently located on each level of the hostel.

Supervisor and Driver Rooms

Supervisors are accommodated in single, twin and triple rooms. En-suite rooms are available upon request*. These rooms include all bed linen, a desk, a television, and tea and coffee making facilities. Professional coach drivers are not expected to share with group members. Subject to availability, coach drivers will be allocated their own private room with en-suite

*Subject to availability. We will notify your group organiser at the time of booking if no/limited ensuite rooms are available. Surcharge applies.

<table>
<thead>
<tr>
<th>Group Rates</th>
<th>Per person per night</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi share - (continental breakfast included)</td>
<td>From: $43.50*</td>
</tr>
<tr>
<td>Single/Twin - (continental breakfast included)</td>
<td>From: $102.50/$110.00</td>
</tr>
<tr>
<td>Single/Twin with ensuite - (continental breakfast included)</td>
<td>From: $125.00/$132.50</td>
</tr>
<tr>
<td>Upgrade breakfast: continental &amp; cooked - (Upgrade cost)</td>
<td>+$3.00</td>
</tr>
<tr>
<td>Standard Lunch</td>
<td>$9.00</td>
</tr>
<tr>
<td>Upgrade Lunch (Upgrade cost)</td>
<td>+$4.00</td>
</tr>
<tr>
<td>Standard Dinner</td>
<td>$16.50</td>
</tr>
<tr>
<td>Upgrade Dinner (Upgrade cost)</td>
<td>+$2.00</td>
</tr>
<tr>
<td>Morning / Afternoon tea</td>
<td>$5.50</td>
</tr>
</tbody>
</table>

- 1:20 FOC for Australian primary and high school teachers only (based on twin share)
- FOC Coach Captain applies to Australian primary and high schools only
- Please note the rates in the table above do not apply to the exclusive groups areas (sections)
- All rates are in Australian dollars, include GST and are subject to change without notice
- Please see the terms and conditions for payment schedules
- Rates valid from 1 January 2014 until 31 December 2014
- *1 night surcharge of $5.00 per person applies for single night bookings

Special - Book 3 nights or more and receive a discount of $2.00 per person per night
New Private Group Areas

Canberra City YHA has an exciting new upgrade that allows groups to book their very own exclusive area (section), complete with multi-share rooms, private ensuite rooms, and male and female bathrooms. Swipe card security access is needed to enter sections 1 and 2; section 3 is exclusive use of the entire floor and its facilities.

*Please note: these sections cannot be booked partially; you must book the entire section to have exclusive use of the facilities.*

### Section 1
Situated on floor 1 - 76 multi-share beds & 2 ensuite rooms

<table>
<thead>
<tr>
<th></th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 - 1 night</td>
<td>$3800.00</td>
</tr>
<tr>
<td>Section 1 - 2 nights</td>
<td>$3400.00</td>
</tr>
<tr>
<td>Section 1 - 3 or more nights</td>
<td>$3250.00</td>
</tr>
</tbody>
</table>

### Section 2
Situated on floor 2 option 1 - 56 multi-share beds, 2 ensuite & 4 single rooms

Situated on floor 2 option 2 - 64 multi-share beds & 2 ensuite rooms

<table>
<thead>
<tr>
<th></th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 night</td>
<td>$3100.00</td>
</tr>
<tr>
<td>2 nights</td>
<td>$2900.00</td>
</tr>
<tr>
<td>3 or more nights</td>
<td>$2750.00</td>
</tr>
</tbody>
</table>

### Section 3
Exclusive use of the entire first floor - 100 multi-share beds & 4 ensuite rooms

<table>
<thead>
<tr>
<th></th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 night</td>
<td>$4900.00</td>
</tr>
<tr>
<td>2 nights</td>
<td>$4500.00</td>
</tr>
<tr>
<td>3 + nights</td>
<td>$4300.00</td>
</tr>
</tbody>
</table>

- All rates include a continental breakfast
- All rates are in Australian dollars, include GST and are subject to change without notice
- Please see the terms and conditions for payment schedules
- Rates valid from 1 January 2014 until 31 December 2014
Bytes Café Catering
Canberra City YHA offers full catering for all groups with meals served in Bytes Café located on the ground floor of the hostel. The café seats up to 50 people at one time, groups over this size will need to stagger meal times.

Bytes Standard Package
**Breakfast**
This package is a continental buffet that includes an assorted selection of cereal, toast, fruit, juice, tea and coffee. This is included in all bookings.

**Lunch**
The packed lunch includes assorted sandwiches/wraps. A piece of seasonal fruit, a small snack and water or juice is also provided.

**Dinner**
This option includes items such as chicken schnitzel, roasts, pasta, sausages or fish plus a bread roll and either vegetables or salad prepared fresh daily. Dessert is followed after the main course and may include a piece of cake, jelly or fruit and ice cream.

Bytes Deluxe Package
**Breakfast**
This breakfast package starts the day with a full continental and cooked breakfast. This includes cereals, toast, fruit salad, two hot breakfast options (rotated daily), fruit juice, coffee and tea.

**Lunch**
A lunch upgrade adds a fruit juice, a sweet snack (e.g. mini-muffins, cookies, muesli bars) and a savoury snack (e.g. crisps, cheese & crackers) to the regular lunch.

**Dinner**
This package is a great option for hungry groups! The dinner is 3 courses with soup to start, a hearty main meal and dessert to follow. All meals are prepared fresh in our café. Full menus are available upon request.

(Menus are subject to changes at anytime)

Morning / Afternoon teas
A savoury snack (such as crisps, cheese & crackers etc.) and a sweet snack (such as mini-muffins, cookies, muesli bars) and a fruit juice.

Special Dietary Requirements
Our chef has many years of experience in providing specific meals for dietary or religious needs. Please inform us of any special requirements well in advance, so we can best cater for your needs. Extra charges may apply.

BBQ Facilities & Self Catering
All groups have access to the BBQ terrace on the 3rd floor of the hostel. The BBQ terrace comfortably seats 30 people and BBQ utensils are available from Reception. Groups comprising less than 15 people also have access to our self catering kitchen and dining area. Please keep in mind that it is a communal kitchen and other guests will be sharing the kitchen during meal times. There are numerous local restaurants and cafes within walking distance of the hostel for breakfast, lunch and dinner.
Transport and getting to Canberra City YHA

Location & Parking
Canberra City YHA is located in the city centre, close to lively cafés, restaurants and bars. Our central location also means we are within walking distance to major shops, banks, post office, cinemas, and theatres. There is a bar located under the hostel (separate entrance and business). Canberra City YHA is conveniently located near many major attractions including the Australian War Memorial, Parliament House, Questacon and the National Museum of Australia.

Coach Parking
A loading / unloading zone at the front of the hostel will allow coaches to unload passengers & luggage.
Bus parking zones are located a short way from the hostel – at the end of Akuna St (opp Glebe Park), on London Cct and on Allara St (near the Convention Centre on Constitution Ave). These public parking spaces are free and available 24 hours a day. A loading zone alongside the building also doubles as a bus zone after 6pm on weekdays and all day on weekends.

Car Parking
An off street car park is available in short term metered parking behind the YHA and all day parking is located just across the road from the hostel.

Group Membership
Groups booking accommodation at any YHA must hold current group membership. Benefits of joining YHA include special group rates at YHA hostels in Australia and around the world and 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.

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

Group Reservations Co-ordinators
7 Akuna Street
Canberra City 2601
Phone: (+612) 6248 9155
Fax: (+612) 6249 1731
Email: canberracitygroups@yha.com.au
# YHA GROUP BOOKING FORM

**CANBERRA CITY 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 6248 9155  |  F: +61 2 6249 1731  |  E: canberracitygroups@yha.com.au

---

## GROUP CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name of Group</th>
<th>Leaders Names</th>
<th>Phone (daytime)</th>
<th>Mobile Phone</th>
<th>Email</th>
<th>Fax</th>
<th>Postal Address</th>
<th>Booking Agent</th>
</tr>
</thead>
</table>

---

## MEMBERSHIP INFORMATION

<table>
<thead>
<tr>
<th>Are you YHA Members?</th>
<th>YES</th>
<th>Membership Number:</th>
<th>Expiry date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NO</td>
<td>Membership is a compulsory requirement for all groups &amp; will be issued at check in. Please complete the group membership details below.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YHA Group Membership Fee</th>
<th>1 year: $42</th>
<th>2 years: $84</th>
<th>3 years: $126</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type of Group</th>
<th>Primary School</th>
<th>Cultural</th>
<th>Religious</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>High School</td>
<td>Tour Operator</td>
<td>Sporting</td>
</tr>
<tr>
<td></td>
<td>Tertiary</td>
<td>Social/Friends</td>
<td></td>
</tr>
</tbody>
</table>

I would like to receive the following free information on YHA Hostels and Services:

- YHA Australia Hostels Guide
  - Yes
  - No thanks

- Backpacker Essentials – YHA’s Travel Magazine
  - Online
  - No thanks

Please also provide me with:

- Voting Material
  - Online
  - No thanks

- Annual Report (also available at yha.com.au)
  - Online
  - No thanks

## HOW DID YOU HEAR ABOUT OUR HOSTEL?

<table>
<thead>
<tr>
<th>Has your group used other YHA facilities in the past?</th>
<th>No</th>
<th>Yes – where?</th>
</tr>
</thead>
</table>

How did you first hear about our YHA or where have you found further information about the YHA?

- Word of mouth.
- Another website – which website?
- Travel agent/Tour operator - which company?
- An advertisement
- Other - please specify: ____________________________
- 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**

Please select:  
- New
- Renewing

<table>
<thead>
<tr>
<th>Amount Paid:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt No:</td>
</tr>
<tr>
<td>Payment Type:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Held:</td>
</tr>
</tbody>
</table>

---

**Hostel:** 
**Valid Until:**
### ACCOMMODATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Number of Nights</th>
<th>(N.B. there is a $5.00 per person surcharge for 1 night stays)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Arrival</td>
<td></td>
</tr>
<tr>
<td>Time of Arrival</td>
<td>(Check-in is from 2pm. If your group arrives prior to this time, we can organise luggage storage until the rooms are available.)</td>
</tr>
<tr>
<td>Date of Departure</td>
<td>(Check out time is before 10:00am)</td>
</tr>
<tr>
<td>Average age of participants</td>
<td></td>
</tr>
</tbody>
</table>

### GUEST COMPOSITION

<table>
<thead>
<tr>
<th>Number of Guests</th>
<th>Males</th>
<th>Females</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leaders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Bus Driver</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*When allocating share rooms YHA provides separate accommodation for male & females unless otherwise requested.*

**TOTAL GUESTS:**

### Notes:

- 
- 
- 
- 

### PRIVATE GROUP AREA CHARGED PER (SECTION)

<table>
<thead>
<tr>
<th>Number of Nights</th>
<th>Section 1</th>
<th>1 Night</th>
<th>2 Nights</th>
<th>3 + Nights</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$3800.00</td>
<td>$3400.00</td>
<td>$3250.00</td>
</tr>
<tr>
<td></td>
<td>Section 2</td>
<td>$3100.00</td>
<td>$2900.00</td>
<td>$2750.00</td>
</tr>
<tr>
<td></td>
<td>Section 3</td>
<td>$4900.00</td>
<td>$4500.00</td>
<td>$4300.00</td>
</tr>
</tbody>
</table>

### ADDITIONAL REQUIREMENTS

**Towel Hire**

Towels are only required for those group members staying in dormitory accommodation. Group members can bring their own towels; they are not required to hire towels.

$2.00 per towel

Would your group like to hire towels?

- [ ] No.
- [ ] Yes. The group requires ____ towels.

### Other Notes:

- 
- 
- 
- 
- 
- 
- 
- 
- 
-
Bytes Cafe Catering

Would catering be required during your stay? (continental breakfast is included in all group bookings)
- No.
- Yes. (Please complete the below Meal Request)

### MEAL REQUEST

- Select which meal your group would like to book by **writing the preferred meal time** in the required box for breakfast and dinner. Please put a tick for the days your group wish to book lunch.
- Large groups of over 50 people will need to stagger meal times and have breakfast and dinner in two sittings (30 minutes apart).
- The earliest breakfast sitting is at 7:00 am. If there are no suitable breakfast times for your group, we can organise takeaway breakfast to be picked up anytime from reception.

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td><strong>Continental Breakfast (Included)</strong></td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td><strong>Breakfast Upgrade</strong></td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td><strong>Packed Lunch</strong></td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td><strong>Lunch Upgrade</strong></td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td><strong>Standard Dinner</strong></td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td><strong>Dinner Upgrade</strong></td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td><strong>Morning / Afternoon tea</strong></td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>
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 NSW 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________________________________________