



# ***THE PINNACLE SKI CLUB (INC)***

**ACCOMMODATION  
INFORMATION  
HOW TO MAKE A BOOKING  
HOUSEKEEPING DUTIES  
LODGE LEADER,  
FIRE SAFETY OFFICER,  
and  
FLOOR WARDENS,  
DUTIES**

E-mail: [bookings@pinnacleskiclub.co.nz](mailto:bookings@pinnacleskiclub.co.nz)  
[www.pinnacleskiclub.co.nz](http://www.pinnacleskiclub.co.nz)

Booking Officer  
Phone: 021 311797

## GENERAL BOOKING INFORMATION

### HOW TO MAKE BOOKINGS: PLEASE READ CAREFULLY

For both Lodges login to the club website

- [www.pinnacleskiclub.co.nz](http://www.pinnacleskiclub.co.nz) (ensure you have your current Members' Password)
- If you have issues phone the booking officer on 021 311797
- Or email: [bookings@pinnacleskiclub.co.nz](mailto:bookings@pinnacleskiclub.co.nz)
- Mail to PO Box 11026, Ellerslie, Auckland 1542

stating exactly which NIGHTS are applied for.

**At Whakapapa**, a booking for three persons is the minimum booking required to open the Lodge. Minimum age for accommodation at Whakapapa is as below:

Member children and non-member children of members over five years of age can be accommodated at the Whakapapa Lodge subject to the following provisions:

At all times children of this age group must be in the **continuous care of at least one parent** and they must ensure that the peace, quiet and enjoyment of other members is maintained.

A parent or sponsor **MUST** accompany **ALL** junior members and non-member guests for the whole period of their booking.

**At Turoa Lodge** minimum opening number do not apply.

**Applications for bookings "with fees"** can be sent in as far in advance of the dates sought as the member wishes. **Bookings will not be confirmed until application fees are received.**

Applications are considered to be **only an enquiry** until fees are paid **and** a Lodge Authority has been issued by the Booking Officer

A Web/Phone/Email application can be confirmed if a member has sufficient credit in their Ledger Account **but only once a Lodge Authority has been issued by the Booking Officer**

### LODGE LEADERS:

Whenever there are resident members and their guests at either Lodge, a Lodge Leader, and a Fire Safety Officer and Floor Wardens are always appointed to ensure the safety and wellbeing of residents.

**Lodge Leader's** duties include, being responsible for the smooth running of the lodges and making up the duty roster.

The Lodge Leader's discretion on ANY matter is final and binding on all residents.

**The Fire Safety Officer** is responsible for appointing Floor Wardens and instructing them in their duties, checking that alarms and emergency lights are in working order, conducting fire drills and ensuring that all residents know the details of emergency evacuation procedures.

### Residents' Lodge Duties

Cleaning, cooking and other household duties are assigned to every person, including children (applicable to their age) while they are resident.

**You are required to check the duty roster for the duty allocated to you.** The satisfactory completion of your duty is mandatory.

**The issue of a numbered Lodge Authority clearly states the following and confirms a booking.**

- Door combination number.
- Value of Lodge Fees paid.
- Name(s) of the person(s) to be accommodated.
- Night(s) the person(s) will be accommodated.
- Date of arrival and date of departure.

Lodge Authorities invoices are only for the dates and person(s) named therein and are NOT transferable to any other person(s) or dates.

Lodge Authorities invoices must be taken with you to the Lodge because they contain the above information that allows the Lodge Leader to update (if necessary) the booking chart.

You can only occupy the bunk allocated on the booking chart or by the Lodge Leader.

There will be full catering at the Whakapapa Lodge for winter seasons (***all food, except those fancy items of your choice, supplied***)

## **ACCESS**

The front doors of both Lodges are fitted with a combination lock. The current combination number is detailed in the Lodge Authority invoice.

A Lodge Authority invoice **MUST** be obtained from the Booking Officer before any member and their guests stay overnight in the Club's Lodges to:

protect the property, interests and safety of all residents and the Club, and ensure the smooth running of the Lodges. This requirement will be strictly enforced.

**EVERY** resident must take to the Lodge their Lodge Authority invoice and provide ***and use*** a pillow case, sheets or sleeping bag.

If sheets and/or sleeping bag and pillowcase are not provided and used, a dry-cleaning penalty charge of \$25.00 will be debited to the members ledger account.

On the day of your arrival you may occupy the bunk allocated from mid-day and on the day you leave you must vacate that bunk by midday. **NO EXCEPTIONS.**

**Bookings:**

- The maximum booking is one week Friday to Thursday (except School Holidays).
- For a Friday night only or Saturday night only booking, members may be charged for two nights if other members' bookings cannot be accepted.
- Consecutive weekends may be booked one weekend at Whakapapa and the following at Turoa and vice versa. Consecutive weekends at either Lodge are subject to the ten-day rule.
- Transfer of bookings from person(s) to person(s) is not permitted.
- Transfer of booking from one Lodge to the other is treated as a cancellation and a new booking Lodge Authority invoice is issued.
- Transfer of bookings from one date to another is treated as a cancellation and a new booking Lodge Authority invoice is issued.
- Each new booking needs to be applied for and the new application may be subject to any prior application that may already be on a waiting list.

The Booking Officer may charge a booking fee at his/her discretion for repeated changes in bookings.

**CANCELLATIONS**

- A refund of fees will be made provided written application and surrender of the Lodge Authority invoice is made 10 days before the date of the booking.
- If the application is made within ten days the refund will be reduced by 50%.
- No refunds will be made on cancellations applied for within twenty-four hours of the booking.
- However **IF** bunks are re-let with no loss to the Club then adjustments to the value of the refund will be made.
- Refunds will not be traded against new bookings and will only be credited to a Ledger Account in the member's name.
- Cancelled bookings will not be "rolled over " but will be treated as separate refund transactions when new bookings are made either for a cash payment or through the members Ledger Account.

**Members have priority over non-members!**

Bookings for non-members will not be confirmed until ten days prior to the date applied for. School holiday bookings for non-members will not be confirmed until 1<sup>st</sup> September and confirmation of non-member bookings is contingent upon bunks being available.

**SPONSORS**

Members may sponsor three non-members on weekends and five non-members mid-week.

On all occasions the senior member sponsor **MUST** accompany sponsored non-member to the Lodge for the whole period of the sponsored booking.

Members are responsible for adequately informing their guests of Lodge Rules, Fire and Emergency Evacuation procedures

**The Club does not arrange sponsors** but the Booking Officer may provide the names of members booked who can be asked if they are prepared to act as a sponsor.

It is then mandatory that the member agreeing to sponsor inform the Booking Officer of all details of the sponsorship. A Lodge Authority invoice for the guest will be issued to and charged to the sponsor.

#### **EXTENSION OF BOOKINGS AT THE LODGE**

Extension of bookings at the Lodge can only be made by the person requiring the extension first advising the Lodge Leader then phoning or emailing the Booking Officer to make arrangements for payment of Lodge Fees and provision of extra food, at Turoa, **BEFORE** a Lodge Authority invoice will be issued.

#### **LODGE AND BUNKROOM USAGE**

The use of illegal substances in any part of the Lodge and the consumption of alcohol in the bunkrooms is strictly forbidden.

**The executive will take the strongest disciplinary action against any person offending.**