

# Research Booking Conditions



## Research Bookings

- Booking requests for research visits can be made up to 13 months in advance using a form available on the internet or by email or phone enquiry.
- After assessment and acceptance of your research proposal, LIRS will prepare a booking schedule for your approval and an invoice for a booking deposit.
- To secure the booking, the deposit must be paid by the due date.
- The deposit is non-refundable and it is transferable only under certain conditions.
- If the deposit is not paid within the time allowed, the booking is at risk until the deposit is received: LIRS may allocate the space to others without notifying you.
- The clock cannot be reset by making a new booking that overlaps the period of a previous booking.

## Deposit Amount and Timing

- The deposit amount is \$33 per person per night (including GST).
- The deposit must be paid for all people for whom a bed has been reserved, excluding any children under 16 years who are free of charge.

## Deposit Conditions

1. The deposit is not refundable. It will be deducted from the final bill in full if the trip proceeds exactly as booked. It will be partially or fully forfeited if the trip does not proceed as booked.
2. If any member of the team does not arrive on the booked date (or an alternative date under Condition 4):
  - 2.1 Details of firm travel arrangements must be provided to LIRS on or before the booked arrival date to show when that person will actually arrive. If such details are not provided, the booking for that person will be cancelled immediately and the entire deposit paid for that person will be forfeited.
  - 2.2 If a person arrives one or two days late, the deposit paid for those days will be forfeited.
  - 2.3 If a person arrives more than two days late, bench fees at the appropriate rate will accrue against the deposit paid for that person from the booked arrival date.
  - 2.4 If the value of the deposit will reduce to zero before the person actually arrives, an additional pre-payment will be required to retain the booking. This may be up to the remaining amount owing for the entire visit.
  - 2.5 If the additional payment is not made, the booking for that person will be cancelled as soon as the value of the deposit has reduced to zero.

3. If any member of the team leaves before the booked departure date (or an alternative date under Condition 4) and is not replaced on the same day by another person (Condition 5):
  - 3.1 If there is to be a replacement person, conditions 2.1 to 2.5 apply to that person.
  - 3.2 If there is no replacement person, the deposit paid for the nights not used will be forfeited and the rest of the booking will be cancelled on departure of the original person.
4. The deposit is **transferable to different dates** without penalty under the following circumstances and conditions:
  - 4.1 The proposed new dates must be available at LIRS.
  - 4.2 Dates of the new trip must overlap those of the original trip for each person (as indicated on the booking schedule) by at least 50%.
  - 4.3 Changes that delay any person's arrival date must be made at least one month before that person's original arrival date.
  - 4.4 Changes that bring forward any person's departure date must be made at least one month before that person's new departure date.
  - 4.5 The total number of person nights for the new trip (excluding any children under 16) must not be less than the number on the booking schedule.
5. The deposit is **transferable to different people** without penalty under the following conditions:
  - 5.1 Two or more people may use a single booked place consecutively.
  - 5.2 The replacement person must use all the dates booked for the original person, or if the dates are changed, such changes must fulfil Condition 4.
  - 5.3 The replacement person must be fully involved as a researcher, postgraduate student or assistant in a genuine research project that has been accepted by LIRS (except where a child under 16 replaces another child under 16, or where a paying family member replaces another paying family member).
  - 5.4 The final charge for all people on the booking schedule will be made by LIRS on a single invoice.