

For all offsite accommodation booking requests, please provide the following information in the template below & email [accommodation@basscoasthealth.org.au](mailto:accommodation@basscoasthealth.org.au)

## **Bass Coast Health (BCH) - Offsite Accommodation Booking Form**

### **Fee Schedule**

#### **Student:**

\$25.00 per night capped at \$125.00 per week. (Includes Wi-Fi and cleaning costs)

#### **Staff & Other:**

\$50.00 per night capped at \$250.00 per week. (Includes Wi-Fi and cleaning costs)

#### **Keys:**

Accommodation Keys can be collected from BCH Main Hospital Foyer Monday to Friday between **2.00pm to 9.00pm** and Saturday to Sunday **2.00pm to 5.30pm**. After hours, please contact the Health Services Coordinator (24 hours) on 5671 3384 who will be able to assist you.

Please return your accommodation keys back to our Main Reception in the Hospital Foyer or the Health Services Coordinator (HSC) by **9:00am** on the day of departure unless alternative arrangements have been made.

#### **Further Information:**

Please contact the Accommodation Coordinator on (03) 5671 3102 or email to [accommodation@basscoasthealth.org.au](mailto:accommodation@basscoasthealth.org.au)

My Name:	
Address:	
Phone Number:	
Email Address:	
Position at Bass Coast Health:	
If other - please specify	
Department at Bass Coast Health:	
Arrival Date: (Keys can be collected after 2pm)	
Departure Date: (Keys to be returned by 9am)	
Send the invoice to:	
Send invoice to: (if address different from above)	
Do you drive?	
Do you have your own means of transport?	