



UPPER HUNTER SHIRE - HOME HOSTING INFORMATION PACK

I NEED ACCOMMODATION FOR SCONE CUP BUT EVERYTHING IS BOOKED OUT!

Generally, accommodation in Scone is BOOKED OUT from year to year over the Scone Cup period and other major events through the year. Upper Hunter Shire Home Hosting Service may be the best option to secure accommodation for these events.

WHAT IS HOME HOSTING?

Upper Hunter Shire's Home Hosting Programme is co-ordinated by the Scone Visitor Information & Horse Centre to assist visitors to find accommodation during the busy Scone Cup 2 day race carnival period and other major events through the year.

Home Hosting is a bed and light breakfast style accommodation service whereby clients are 'billeted' by local residents in their private homes. Clients are provided with a cosy bed, full linen and light breakfast (cereal, fruit, toast, tea/coffee/ juice) topped off with Country Hospitality!

HOW CAN I REGISTER FOR HOME HOSTING ACCOMMODATION?

Download PDF

Please download the *UHS Home Hosting* Client Registration PDF from www.upperhunter.nsw.gov.au and FAX, MAIL or EMAIL your completed accommodation registration as quickly as possible. A prompt reply will increase your chances of securing a booking.

Completed PDF Registrations can be faxed to 02 6545 3089 or mailed to Upper Hunter Shire Home Hosting at PO Box 208, Scone NSW 2337 or emailed to sconevic@upperhunter.nsw.gov.au

Once received *UHS Home Hosting* will process your request and if accommodation is available, issue you a Tax Invoice for immediate payment.

PLEASE NOTE – UHS HOME HOSTING CANNOT ALLOCATE YOU ACCOMMODATION UNTIL FULL PAYMENT IS RECEIVED. Once payment is received, *UHS Home Hosting* will confirm your accommodation and details of your HOME HOST will be provided.

TARIFF

The tariff is \$88 per person (including GST) per night for bed and light continental breakfast with a minimum booking of two (2) nights stay.

HOW CAN I PAY?

UHS Home Hosting welcomes payment by cheque, cash or Bpay ONLY.

Cheques can be posted to:

**Upper Hunter Shire
PO Box 208
SCONE NSW 2337**

Cash can be paid at the:

**Scone Visitor Information & Horse Centre
Cnr Kelly & Susan St
Scone 2337 NSW**

Bpay details will be provided on your Tax Invoice.

CANCELLATIONS: A \$30.00 booking fee is charged on all cancellations up to 6 months prior to stay date. Cancellations between 1 month and 1 week prior to the stay date will incur a 50% cancellation fee. Cancellations within 1 week of the stay date will incur a 100% cancellation fee. Please notify UHS Home Hosting of all cancellations via email sconevic@upperhunter.nsw.gov.au or via Fax (02) 6545 3089.

WHO CAN I CONTACT IF I NEED HELP?

UHS Home Hosting is coordinated by the friendly staff of the Scone Visitor Information & Horse Centre. Contact the Scone Visitor Information & Horse Centre on (02) 6540 1300, or email sconevic@upperhunter.nsw.gov.au for assistance.

HOME HOSTING ISN'T 'MY CUP OF TEA' – WHAT NOW?

Home hosting accommodation is only available when local motels, caravan parks, pub stay and self contained accommodation establishments are fully booked. Alternatively you could try our neighbouring townships; Murrurundi (30 minute drive), Merriwa (45 minute drive), Aberdeen (10 minute drive) or Muswellbrook (25 min drive). Use www.upperhuntercountry.com for a complete listing of accommodation in our region.



**UPPER HUNTER SHIRE – HOME HOSTING
CLIENT REGISTRATION FORM**

REGISTRATION DETAILS

If you require *UHS Home Hosting* accommodation please complete your accommodation requirements in the spaces provided and return by fax, mail or email to:

SCONE VISITOR INFORMATION & HORSE CENTRE

Fax: (02) 6545 3089 or Postal Address: PO Box 208, SCONE NSW 2337 or email: sconevic@upperhunter.nsw.gov.au

Company/Name

ABN:

Contact Person

Postal Address

Phone Fax Mobile

Email

NIGHTS AND NUMBER OF ROOM TYPE REQUIRED

Indicate in each section the number required. Special requirements, etc may be added in the Comments column

Day & Date	Single Room	Twin Room	Double Room	No of Men	No of Women	Total Persons	Smoking or Non smoking	Comments

ADDITIONAL COMMENTS
PLEASE SIGN TO SECURE ACCOMMODATION

.....
(Signature)

.....
(Date)

By ticking this box I hereby accept the terms and conditions

(NB The person signing accepts responsibility for any outstanding account that is a result of the above booking)

ACCOMMODATION CHARGES

\$88.00 (including GST) per person per night is the standard charge for bed & light continental breakfast with a MINIMUM booking of two (2) nights stay required.

CANCELLATIONS: A \$30.00 booking fee is charged on all cancellations up to 6 months prior to stay date. Cancellations between 1 month and 1 week prior to the stay date will incur a 50% cancellation fee. Cancellations within 1 week of the stay date will incur a 100% cancellation fee. Please notify UHS Home Hosting of all cancellations via email sconevic@upperhunter.nsw.gov.au or via Fax (02) 6545 3089.



UPPER HUNTER SHIRE - HOME HOSTING CLIENT CHECKLIST

PLEASE KEEP FOR YOUR RECORDS

- Step 1: Complete the *Upper Hunter Shire Home Hosting Client Registration Form*
- Step 2: Submit completed form via fax, mail or email
- Step 3: *UHS Home Hosting* will process your request and issue you a Tax Invoice if accommodation is available
- Step 4: Full payment of Tax Invoice required
(Cheque, Cash & Bpay accepted)
- Step 5: Once payment is received *UHS Home Hosting* will confirm your 'Host' and provide you with contact details
(NB Your accommodation will not be confirmed until payment is received in full)
- Step 6: Receive your home stay accommodation map and 'Host' contact details
- Step 7: Make contact with your 'Host' to introduce yourself and discuss any special meal requirements
- Step 8: Contact *UHS Home Hosting* directly should you wish to vary your booking details

Enjoy your stay in the Upper Hunter!