



**UPPER HUNTER SHIRE - HOME HOSTING  
SUPPLIER REGISTRATION FORM**

**SECTION 1**

**CONTACT DETAILS**

Please INDICATE AND CHECK your correct details below

Name \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_

Phone (AH) \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Phone (BH) \_\_\_\_\_ Email \_\_\_\_\_

**SECTION 2**

**PARTICIPATION**

I am willing to accommodate guests for:

Scone Cup 2 day Race Carnival Yes  No

Other events at short notice Yes  No   
(Within one month)

**SECTION 3**

**ACCOMMODATION TYPES AND OPTIONS**

I am making accommodation available which is located at: \_\_\_\_\_

Rooms in my home  Self contained flat  A complete house

**I/We are happy to have**

Women Yes  No

Men Yes  No

Children Yes  No

Couples Yes  No

Smoker (inside) Yes  No

Smoker (outside) Yes  No

Same guest/s as last year Yes  No

**SECTION 4**

**AMENITIES**

Please indicate the number of amenity types you have available (none to be located outside)	Number available	Exclusive use by guests (Y/N)	Comments
Bathroom			
Toilet – in bathroom			
Toilet – separate			
Ensuite			

## **SECTION 5**

### **HOME INSPECTION**

Please indicate the best day/s time/s for your home inspection (tick relevant box/es)

Mon       Tues       Wed       Thurs       Fri

Time \_\_\_\_\_ Time \_\_\_\_\_ Time \_\_\_\_\_ Time \_\_\_\_\_ Time \_\_\_\_\_

## **SECTION 6**

### **ROOMS AVAILABLE**

Please indicate the number of rooms and bed types for each you will have available.

Complete Part A and Part B if you have a Flat **AND** Home Rooms available at the same address

Please tick all relevant boxes

#### **PART A – ROOMS IN YOUR HOME OR COMPLETE HOUSE**

	Scone Race Carnival (Number)	Short Notice (Number)	Comments
Single Rooms (Rooms with 1 single bed, not fold up)			
Twin Rooms (Rooms with 2 single beds, not bunk beds)			
Double Rooms ( <input type="checkbox"/> double bed <input type="checkbox"/> queen bed or <input type="checkbox"/> king bed)			
Triple Rooms ( single beds <input type="checkbox"/> or double/ queen & single <input type="checkbox"/> )			

#### **PART B – SELF CONTAINED FLAT (WITH OWN BATHROOM & KITCHEN)**

	Scone Race Carnival (Number)	Short Notice (Number)	Comments
Single Rooms (Rooms with 1 single bed, not fold up)			
Twin Rooms (Rooms with 2 single beds, not bunk beds)			
Double Rooms ( <input type="checkbox"/> double bed <input type="checkbox"/> queen bed or <input type="checkbox"/> king bed)			
Triple Rooms ( <input type="checkbox"/> single beds or <input type="checkbox"/> double/ <input type="checkbox"/> queen & single)			

## **SECTION 7 (a)**

Australian Business Number (ABN) -

If you cannot provide an ABN please complete the Statement by a Supplier attached.

## **SECTION 7 (b)**

### **STATEMENT BY A SUPPLIER (REASON FOR NOT QUOTING AN ABN)**

By law, if you do not provide an ABN, Upper Hunter Shire can retain 48.5% of your payment for taxation purposes, unless you provide a statement (see attached) declaring your reason for exemption.

## **SECTION 8**

### **PRIVACY DECLARATION**

I agree to Upper Hunter Shire Home Hosting disclosing any details provided on this form to

Home Host Clients or prospective Clients Yes  No

## **SECTION 9**

### **INSURANCE POLICY**

Please indicate below your home and contents insurance and public liability insurance policy numbers and expiry date in addition to attaching photocopies of each.

Home & Contents number: \_\_\_\_\_ Public Liability number: \_\_\_\_\_

**Remember you must have Home and Contents Insurance and Public Liability to be a Host!**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **SECTION 10**

Please sign and date below, irrespective of your responses above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*Please note you will receive a payment of \$80.00 (plus GST if applicable) per person per night, less 10% commission (incl GST) from UHS Home Hosting one week following the event.**

Eg. If you ARE NOT registered for GST and you have a couple stay for 2 nights, the calculation is as follows:

Guests will pay	= \$88.00 x 4	= \$352.00 (incl GST)
Gross Amount due to you before commission	= \$80.00 x 4	= \$320.00 (excl GST)
Commission to be deducted		= \$32.00 (incl GST)
Payment you will receive		= \$288.00 (excl GST)

Eg. If you ARE registered for GST and you have a couple stay for 2 nights, the calculation is as follows:

Guests will pay	= \$88.00 x 4	= \$352.00 (incl GST)
Gross Amount due to you before commission	= \$88.00 x 4	= \$352.00 (incl GST)
Commission to be deducted		= \$35.20 (incl GST)
Payment you will receive		= \$316.80 (incl GST)

\*\*You would then need to report and remit the GST component of \$28.80 from your payment received to the ATO, leaving you with \$288.00.

