



DEPARTURE FORM

Please complete and return to the Accommodation Office, Reception or Duty Manager upon your Departure.

Name of Group: _____

Check out is no later than 10am. If staying onsite beyond this point, then please liaise with the Duty Manager the night before to discuss luggage storage arrangements.

Please strip ALL LINEN off the beds and place into the bags provided. This includes sheets, pillowcases, and towels.

Please leave Mattress Protector & Doona's on bed.

All floors and rooms must be swept

Rubbish placed outside of Lodge in bins provided

Please ensure **ALL** air conditioners and lights are **switched off** and remotes are placed back in their brackets. *(Please note: any missing air-con remotes will incur a \$50 replacement fee)*

All furniture is in its original place as found on arrival.

Dishes washed with kitchen and bathrooms left clean and tidy.

Group Leader to return all room keys and borrowed equipment to Reception or the Accommodation Office.

(Please note: any unreturned keys will incur a \$50 replacement fee).

Please ensure any **outstanding balances** are settled prior to your departure.

DON'T MISS OUT!

As the demand for our Centre continues to increase, our bookings for next year are filling up fast! To avoid missing out on your preferred dates, please provide the following information:

Contact Name: _____

Email: _____

Phone: _____

Preferred Dates: _____

Number of people: _____

Please turn page over to provide us with your feedback



PLEASE RATE YOUR DAY WITH US.

Your feedback is important as we are continually striving to provide a great service.
Your comments below are appreciated.

SERVICE	N/A	1 (POOR)	2 (OKAY)	3 (GOOD)	4 (GREAT)	5 (EXCELLENT)
Booking Process						
Equipment						
Catering						
Facilities / Rooms						
General Cleanliness						
Activities						
Staff						

What did you enjoy best here at the Gold Coast Performance Centre?

What did you like least and could be improved?

Additional Comments:

Any further comments are welcome. Please email your Accommodation Coordinator with any feedback regarding your stay.

Have a safe trip home, we hope to see you soon.