



## CODE OF CONDUCT – SHORT TERM ACCOMMODATION

The operation of a Short Term Accommodation premises requires the submission of a Management Plan and Code of Conduct to the City of Vincent. The premises must operate in accordance with the Management Plan and Code of Conduct.

Guests must be made aware of the Code of Conduct prior to and on arrival, and this must be displayed in a prominent position within the premises at all times.

### Code of Conduct

Management requests the cooperation of all guests and visitors during your stay to ensure the upkeep of our property and the amenity of neighbouring properties is maintained.

Guests and visitors must comply with the Code of Conduct and any instructions from the Manager/Host during your stay.

#### Accommodation premises details:

Manager/host name:	
Address:	
Phone number:	
Email:	

#### General requirements:

1. Guests must notify the Manager/Host of any emergency, disputes or complaints as soon as possible.

#### Host/Managers/Emergency Contacts details:

Name:	
Phone:	
Email:	
Provide details of after hours and emergency procedures:	
Additional information:	



## Arrival and departure:

2. Guests must strictly adhere to the arrival and departure times. Prior arrangements must be made with management for requests outside these times.

Arrival time:		Departure time:	
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## Noise and amenity:

3. Guests and visitors must not engage in any antisocial behaviour and must minimise their impact upon the residential amenity of neighbours.
4. There is a strict **no party policy**. Prior permission must be obtained from management for any gatherings or entertainment at the property.
5. All visitors must leave by \_\_\_\_\_ and only registered guests (limits apply) are to be in the accommodation after this time.

Maximum number of guests:		Maximum number of visitors:	
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6. Guest and visitors must not create excessive noise (including associated with amplified music, television noise and other equipment) which is audible to occupiers of neighbouring properties, especially between the hours of 10pm – 9am and during arrival and departure at any time throughout the occupancy.
7. Excessive noise is prohibited and may result in termination of permission to occupy the property or extra charges being imposed.

## Car parking:

8. Guests and visitors are to comply with the on-street parking restrictions set out below and show consideration to neighbours and other vehicles at all times.
9. Guest and visitors are to comply with the instructions for on-site parking (if available) set out below.

### Parking requirements:

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CITY OF VINCENT

## Other house rules:

Other House Rules <i>(please complete where applicable):</i>	
Rubbish and recycling:	
Security – e.g. locking of door/windows, alarms:	
Use of outdoor, balcony and barbeque areas:	
Smoking:	
Pets:	
Damage and breakages:	
Other:	

### Disclaimer:

*This template is produced by the City of Vincent in good faith and the City accepts no responsibility for any ramifications or repercussions for providing this template. Verification with the original Local Laws, planning schemes and other relevant documents is recommended for detailed references.*