



CODE OF CONDUCT – SHORT TERM ACCOMMODATION

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 of Accommodation premises:	

Contact details:

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

Host/managers/emergency contact details	
Name:	
Phone:	
Email:	
Provide details of after hours and emergency procedures:	
Additional information:	

Guests and visitors:

2. The maximum number of guests permitted at this property is
3. There are to be no more than four visitors any at any one time between
No visitors outside of these hours are permitted.



4. Guests must arrive and leave only during the times set out below. Any request to arrive or leave outside these times must be approved by management in advance.

Arrival Time:		Departure Time:	
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Car parking:

5. Guest vehicles must be parked only in the designated parking bays and in line with the parking rules set out below

Parking requirements:

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Noise and amenity:

6. Guests and visitors must not engage in any antisocial behaviour and be respectful of neighbours at all times.
7. The property must not be used for parties or events of any kind.
8. Guests and visitors must not create excessive noise, including from music, televisions, or other equipment, that can be heard by neighbouring properties, especially between 10:00 pm and 9:00 am.
9. Noise must be kept to a minimum when arriving at and leaving the property at all times during the stay.
10. Excessive noise is not allowed and may result in permission to stay being cancelled or extra charges being applied.

House rules:

Other house rules *(please complete where applicable):*

Rubbish and recycling:	
Security – e.g. locking of door/windows, alarms:	

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Use of outdoor, balcony and barbeque areas:	
Smoking:	
Pets:	
Damages and breakages:	
Other:	

Complaints:

11. If management is contacted about an issue, guests will be contacted and, where directed to do so, must take action to resolve the issue.
12. Guest may be required to leave the property if this Code of Conduct is not followed.
13. Eviction may occur without a refund and may include extra charges for cleaning, repairs, or management call-outs.

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.