

# **Cancellation & Refund Policy**

**Admirals Lodge management adopt the following practice when dealing with cancellations & refunds of a holiday booking.**

## **Security Deposit**

A security deposit of A\$50 is payable on arrival, to be refunded on departure subject to our terms & conditions. The amount of security deposit shall be determined by Admirals Lodge management.

## **High Season – December – January – Easter – Vic School Holidays**

If the booking is cancelled 28 days or more prior to the planned arrival, there will be a full refund less an administration fee. Should the booking be cancelled less than 28 days prior to your planned arrival date, there will be **no refund** unless and until the booking has been re-let for the total period of the original booking.

## **Mid to Low Season – [Mid] February, November, – [Low] June, July, August**

If the booking is cancelled 14 days or more prior to the planned arrival date, there will be a full refund less an administration fee. If the booking is cancelled less than 14 days prior to the planned arrival date, there will be **no refund** unless and until the booking has been re-let for the total period of the original booking.

## **Short Notice Bookings**

Where the booking is made less than 14 days prior to the planned arrival date there will be **no refund** unless and until the booking is re-let for the total period of the original booking.

## **Administration Fee**

The administration fee covers the cost of processing the booking etc and will be allocated to the Admirals Lodge Sinking Fund. The Sinking Fund is used solely for improvements at Admirals Lodge for the benefit of all guests

## **Early Departure**

Under no circumstances will a refund be given for early departure.

