

Altamont Lodge Ltd

Nominated Occupier Booking Rules & Procedures

General

The “nominated occupier” against a share in Altamont, or their partner is entitled to make reservations against their Occupancy Licence for their 28-room day allocation/share – two weeks in the winter months and two weeks in the summer months/share.

- The reserved room must be occupied by the nominated occupier or partner. Other beds in the room may be occupied by family or friends at no extra cost.
- Dependent children (those under 20, or who reside permanently with their parents or are in full time tertiary education) who are over the age of 18 may stay at the lodge with shareholder privileges without the entitled occupier/partner being present but are limited to having only one guest staying in the room free of charge.
- Occupier families with two or less children may only make a single room bookings against their share(s) at one time. Families with more than two children can book a second room, but this will count as two entitlement nights and will be charged per room. Families with two or less children can request a second room but pay public room rates less 20% and the booking is at the discretion of the Lodge Manager.
- The lodge manager must be notified if rooms are going to be vacated for two or more nights during a Lodge stay. If necessary these rooms may have to be cleared for other guests.

Bookings

- All shareholder bookings are to be made by the nominated occupier or the partner of the nominated occupier to the Lodge Manager.
- Bookings are to be made via the Altamont Website (shareholder log in –“ALT”) or by email to Altamontlodge@xtra.co.nz. Telephone bookings are to be confirmed by email.
- Bookings, including days in excess of shareholder entitlement, can be made and will be confirmed up to 12 months prior to arrival.
- Provisional reservations for an extra room for friends can be made up to one year out but MUST be reconfirmed by the nominated occupier/partner three months out. These reservations will have priority over general public bookings at this time.
- Public bookings will be accepted and confirmed 3 months out. The public then has the same booking rights as nominated occupiers.
- The 28day nominated occupier room days will be charged at \$10/room and extra days will be charged at public rates less 10%.
- Reservations are accepted on a “first made first accepted” basis.
- Any special requests, are to be made at the time of booking and will be treated on “first made first accepted basis”.
- During peak periods final room allocation will be based on the best utilization of all rooms, taking into consideration specific shareholder room requests made at the time of booking.
- **\$50 penalty** If bookings are canceled or significantly changed within the three month period prior to arrival a \$50 penalty will be charged to the Nominated Occupier.
- Unless the rooms can be allocated to other guests, late arrivals or earlier departures will be charged at the nominated occupier room rate/day (\$10) and the unoccupied room be counted as one of the room nights against the 14 day seasonal shareholder room allocation.

