

For all offsite accommodation booking requests, please provide the following information in the template below & email accommodation@basscoasthealth.org.au

Bass Coast Health (BCH) - Temporary Offsite Accommodation Booking Form

Fee Schedule

Student:

\$25.00 per night capped at \$125.00 per week. (Includes Wi-Fi and cleaning costs)

Staff & Other:

\$50.00 per night capped at \$250.00 per week. (Includes Wi-Fi and cleaning costs)

Keys:

Keys can be collected from the Main Hospital Foyer Monday to Friday, 2.00pm to 5.00pm or for after hours, please contact the Health Services Coordinator (24 hours) on 5671 3384 who will be able to assist you.

Please return your accommodation keys back to our Security Guard in the Main Hospital Foyer or the Health Services Coordinator (HSC) by **9:00am** on the day of departure unless alternative arrangements have been made.

Further Information:

Please contact the Accommodation Coordinator on (03) 5671 1302 or email to accommodation@basscoasthealth.org.au

My Name:	
Address:	
Phone Number:	
Email Address:	
Position at Bass Coast Health:	
If other - please specify	
Department at Bass Coast Health:	
Arrival Date: (Keys can be collected after 2pm)	
Departure Date: (Keys to be returned by 9am)	
Send the invoice to:	
Send invoice to: (if address different from above)	
Do you drive?	
Do you have your own means of transport?	