

# Conference Accommodation



Welcome to the Massey Manawatu Halls!

Campus Living Villages is the largest on-campus student accommodation provider in New Zealand. We operate over 3,600 beds for both managed and owned sites for three of Aotearoa's key universities. Our diverse operations include:

- Fully-catered, semi-catered and self-catered accommodation
- High-density, large scale accommodation to boutique halls
- Owned, managed and leased arrangements
- Relationships with both universities and polytechnics

To ensure the quality of our accommodation, CLV has assessed both UC Accommodation Student Village and Massey Manawatu Halls under the independent Qualmark rating for Student Accommodation. Ratings range from 3 and a half stars for older stock to 4 and a half stars for new properties at Canterbury and Massey, out of a possible 5 stars.

For your convenience we have included general information throughout this booklet about staying on campus, what you can expect from us, the services and facilities that we offer.

If you need anything to make your stay more enjoyable please feel free to come into our office and talk to one of our friendly staff.

Warm Regards

The Team at Campus Living Villages



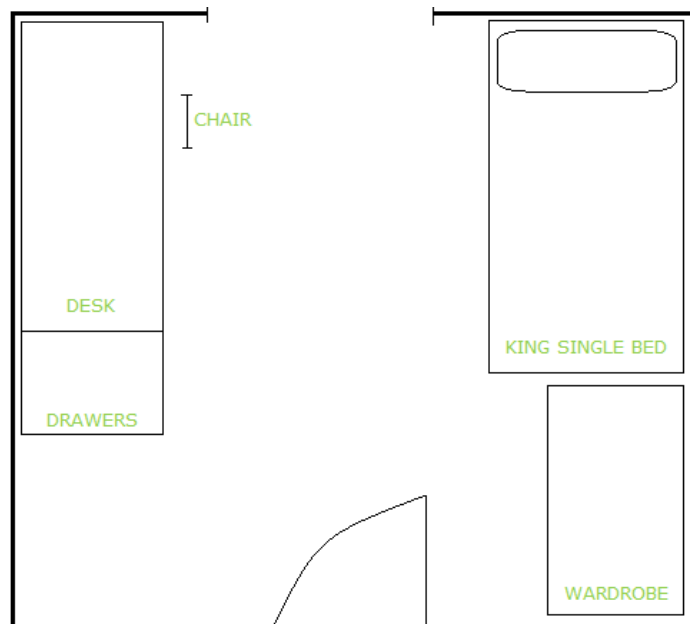
**ACCOMMODATION INFORMATION:**

At Campus Living Villages we endeavor to provide you with quality accommodation facilities to suit all requirements.

In each hall you will find a large common room with full kitchen facilities, a comfortable lounge and dining area, wall mounted plasma screen television with Sky TV and dvd access, a computer lab and full laundry facilities. Bathroom facilities are communal; however offer secure and private cubicles.

Each superior bedroom contains a king single bed and bed linen (sheets, pillow, duvet and blanket) and towel, a wardrobe and small set of drawers, a study desk and chair, shelving, heating and an internet portal connection along with a towel and soap provided on arrival.

We have 100 superior bedrooms available in Matai & Totara Hall (50 in each hall) with the following configurations:



**PRICING:**

We strive to keep our accommodation prices as serviceable as possible and have on offer 3 accommodation option for your delegates.

ACCOMMODATION TYPE	PRICE
Bed only	\$57.00 per night per person
Bed and Breakfast	\$67.00 per night per person
Dinner, Bed and Breakfast	\$79.00 per night per person

### TO MAKE A BOOKING:

To make an enquiry or a booking please contact our office on 06 350 5056 or by emailing [masseyinfo@clv.co.nz](mailto:masseyinfo@clv.co.nz)

### CATERING:

Here at the Massey Manawatu Halls we have available an onsite catering service operated by Alliance Catering. We are able to offer all meals including continental and cooked breakfasts, packed lunches, dinner and desserts.

With a focus on fresh food, the daily changing menu provides a range of healthy meals along with a wide variety of beverages and sweet treats.

Centrally located on the campus the team at Alliance Catering are happy to meet all dietary requirements for guests including Vegetarian, Vegan, Halal, Gluten Free, Dairy and Wheat Free. If you have any special requirements for your group please talk with one of our friendly staff.

### FACILITIES:

**Kanuka Common** – offers a comfortable lounge with plasma screen television with Sky TV and dvd access.

**Kanuka Computer Lab**- Computers and printers available for use, internet access will need a massey logon.

**Kanuka Laundry facilities** – Washing machines and dryer available for use free of charge.

**Matai/Totara Kitchen facilities** – full kitchen facilities with basic cooking and cutlery utensils, tea, coffee, sugar and milk provided. Stove, oven, fridge, toaster, sandwich press and boiling water tap all available for use.

**Massey facilities** - Centrally located in the heart of the Massey Manawatu Campus we are lucky enough to offer immediate access to rugby and soccer fields, netball, tennis, squash and basketball courts, as well as casual access to the Massey University Gymnasium. For more information on these facilities please visit <http://www.massey.ac.nz/?p828a3153n> or call 06 350 5080.

### SERVICES:

Available at the Campus Living Office

#### **Printing:**

Photocopies: \$0.30 per page

#### **Facsimile:**

Local \$2.00

National \$3.00

International \$5.00

**Internet:**

Internet is available in all bedrooms and common areas through wireless or portal connections. Internet cards can be purchased through the Campus Living Villages office.

Cafenet 1 hour access	\$3.00
1 GB monthly access	\$27.50
10 GB monthly access	\$37.50
Ethernet cable	\$10.00

**Telephone calls:**

Local phone calls are free from all common phones; please dial 1 to get access to outside line. National or international calls can be made from these phones using call cards purchasable from the Campus Living Villages office.

**Eats’N’Treat Shop** – located at Campus Living Villages Office

This small convenience shop offer a variety of grocery items, including freshly made sandwiches, milk, bread, soft drinks, ice creams, chocolate and other snack foods. Free newspapers are available here, the dominion post and the local evening standard.

## TERMS AND CONDITIONS:

### **Tentative booking**

Campus Living Villages will tentatively reserve your accommodation booking for a maximum of 30 days after which if written confirmation and deposit is not received, we reserve the right to release your booking.

### **Confirmation and deposit**

Confirmation of your booking must be placed by completing the attached reservation confirmation document, along with a 1 night's accommodation deposit. Deposits are refundable if in accordance with the cancellation policies.

### **Final payment**

Final payment representing the total cost less the deposit is due before arrival unless by prior arrangement an extension is accepted. Check in will not be accepted and keys not allocated until final payment has been made.

### **Occupancy**

Final occupancy numbers and dates must be notified five working days prior to accommodation arrival. Any reduction in occupancy following the notification of final numbers will be subject to charge at the full nightly rate as per the cancellation policies.

### **Room assignment**

Contact names, email addresses and phone numbers of all persons residing in the halls must be provided to our office **at least five working days** prior to arrival. Rooms will be allocated at our discretion unless specific allotments are requested. Please advise at the time of booking if specific allotments will be required.

### **Preventing damage**

Each room occupant is financially responsible for all damage sustained to the room during their stay. The occupant will be individually billed for this damage and given 30 days to make payment. For all communal damage done to the halls all occupants will be held liable if no ownership is taken and will be billed accordingly with 30 days to make payment. Occupants are responsible for their room keys; keys lost will incur a \$160-00 charge. The occupant will be individually billed for this loss and given 30 days to make payment. All damage/lost keys that have not been paid within 30 days of departure will be billed to the conference organizers.

### **Cancellation**

We will be disappointed if you do need to cancel your accommodation however we do realize that this is sometimes unpreventable. If cancelling accommodation the following policies apply:-

#### **0 – 5 Working Days**

If cancellation occurs within 5 working days of arrival the deposit paid will be forfeited.

#### **5 – 10 Working Days**

If cancellation occurs within 5 – 10 working days of arrival 50% of the deposit will be forfeited. Please contact our office to arrange 50% credit.

#### **10+ Working Days**

If cancellation occurs with more than 10 days' notice your deposit is fully refundable, please contact our office to arrange for credit.