**MANAGEMENT PLAN – ANNEXURE**

**CODE OF CONDUCT FOR GUESTS**

**PROPERTY ADDRESS:**

The following Code of Conduct governs guest behaviour and use of the property. All guests are to follow the Code of conduct for themselves and any visitors they allow at the property.

**GUESTS:**

* A responsible adult (over 18 years of age) shall be on site at all times when children are present.
* No unathorised people are permitted to stay overnight.
* There shall be a maximum of \_\_\_\_\_ guests on the property at any one time.

**NOISE AND NUISANCE:**

* Guests are not to cause or permit nuisance at the property.
* This includes excessive noise, disruptive behaviour or anti-social behaviour.
* Noise should generally cease after 9.00pm Sunday to Thursday and 10.00pm Friday and Saturday.
* The property manager may contact any guests where noise levels are deemed unacceptable.

**VEHICLE PARKING:**

* Guests shall park all cars and any trailers, caravans or boats on the property at all times.
* Guests shall not park on the verge or on the street outside of the property.

 **PREMISE CONDITION AND CLEANLINESS:**

* It is all guests responsibility to leave the premises in a clean and tidy condition upon vacating.
* All fittings and chattels are to be left in their original condition and position that they were in at the beginning of each stay.
* Guests are to notify the Property Manager of any damage or disrepair within 24 hours of this occuring.
* Any damage repairs or excessive cleaning that is attributed to guests stay will be paid for by the guests.

**FIRES:**

* No candles or open fires are permitted on the property.
* All guests should read the Fire and Emergency Response Plan.

**RUBBISH DISPOSAL:**

* All rubbish is to be placed in the bins provided.

Optional:

* Guests are responsible for taking out the outdoor rubbish bin where their stay coincides with collection days.
* Your collection day is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**KEYS:**

* At the end of your stay please:

Lock the premises (inlcuding all doors and windows) and return the keys to the property manager:

Leave the keys on the dining table or kitchen bench and lock them in the house:

 Other (please specify)

**TERMINATION OF ACCOMMODATION:**

The Property Manager reserves the right to terminate accommodation if guests are found to have contravened any part of the Code of Conduct. No refunds will be made where termination is made due to a breach of the Code of Conduct.