



2019 Request for Special Access (Complimentary)

Request from Accommodation Operator / Business / Name

Name of Applicant

**This table shows all the details requested:-

Driver Name	Registration Number	Number of People	POST CODE	Date into resort	Date out of resort	BOOKING NUMBER

Staying at:

Reason for Access:

Office Use Only:

Authorised Signature:

Date: ____ / ____ / ____

Conditions:

Requests for Special Access (Complimentary) Resort Entry are carefully scrutinised/reviewed. There are strict FCRM guidelines/policies that determine eligibility for Complimentary Resort Entry Permits. Please contact FCRM to determine requirements - 03 5758 1200.

Falls Creek Resort Management (FCRM) collects Resort Entry fees to fund a range of visitor services including but not limited to, ski patrol, snow clearing, car parking, public transport, visitor information and promotional events. Complimentary Resort Entry will only be issued for approved purposes that are of benefit to the whole Resort

- Requests must be emailed to the FCRM Corporate Office **no later than 24 hours prior** to the arrival of guests or by Friday 4PM for weekend visitors (**48 hours advanced notice**).
- No Complimentary Resort Entry requests will be processed during weekend hours. The onus to submit appropriate paperwork is the responsibility of the requestor. Therefore, any person not adhering to the above timeline will be required to pay all required/associated Resort Entry fees. No refunds will be issued.

Conditions:***Bands/Entertainers***

Artists performing at an advertised open function held by a Falls Creek commercial business may be granted Complimentary Resort Entry (only for the night/s of performance – proof of performance details required)

If adequate notice (as stipulated above) is not provided, NO Complimentary Resort Entry Pass will be issued and bands/entertainers will be required to pay Resort Entry charges for the duration of their stay upon entry into the Resort. There will be no exception to this ruling.

Trades People

Complimentary Resort Entry will be issued for the purpose of emergency repairs and construction projects until the commencement of the Victorian School Holidays (4PM 30th June 2018). After this time, service personnel will be required to pay standard Resort Entry fees for the term of their visit

If adequate notice (as stipulated above) is not provided, NO Complimentary Resort Entry Pass will be issued and Trades person will be required to pay Resort Entry charges for the duration of their stay upon entry into the Resort. There will be no exception to this ruling.

Media

Approval for Complimentary Resort Entry on this basis is subject to media coverage that is of benefit to the entire Falls Creek Resort (not business/operator). Any request must be submitted by way of this Complimentary Resort Entry Request Form with evidence of the nature and duration of visit supplied.

If adequate notice (as stipulated above) is not provided, NO Complimentary Resort Entry Pass will be issued and media representatives will be required to pay Resort Entry charges for the duration of their stay upon entry into the Resort. There will be no exception to this ruling.

- A FCRM Corporate Office representative will contact applicant to advise of approved or decline applications
- Complimentary Resort Entry tickets are unable to be printed or placed on an Account by Howman's Gap/Visitor Information Centre Resort Entry Ticket Box Staff without prior approval from the FCRM Administration Office. These FCRM representatives do not have the appropriate authority or IT functionality. Therefore all requests must be submitted during business hours prior to the weekend arrival of guests.
- All Complimentary Resort Entry requests must be pre-entered into the FCRM computer system by FCRM Corporate Administration Employees for collection at the Howman's Gap/Visitor Information Resort Entry Ticket Boxes. All requests are subject to approval by the FCRM CEO and Management Team and any breach of the Terms and Conditions of the Falls Creek Resort Entry Policy may result in the persons/company involved/responsible being restricted from accessing further Complimentary Resort Entry privileges.
- Any approved Resort Entry permit is to be collected at the Howman's Gap Ticket Box or ATS upon arrival. Ticket reference **listed under the driver's name.**
- Please include any other relevant information/requested supporting documentation.
- Infringement Notices will apply for any vehicle not displaying the appropriate Resort Entry permit. These penalties will not be withdrawn.

ACKNOWLEDGEMENT: I hereby acknowledge that I have read and understood these Conditions and that the information supplied by me in the Applications Form is correct. I will inform the Board immediately should any change in circumstance occur which will affect eligibility for this Pass

Signature: _____ Date: _____/_____/_____