



Managing Property Group Pty Ltd t/a  
Eastern Beach Holiday Units  
121 Griffiths St  
Port Fairy, 3284  
Phone +61 3 5568 1117  
www.easternbeachportfairy.com.au  
Email: stay@easternbeachportfairy.com.au

## EASTERN BEACH HOLIDAY UNITS *CANCELLATION POLICY*

Bookings are not confirmed until a credit card is recorded or a deposit equal to 20% of the tariff has been paid.

A credit card receipt will be provided. If you require a tax invoice, please contact us and we will provide one for you upon arrival.

The preferred method for any cancellation is by phone which will be confirmed by Eastern Beach Holiday Units in writing within 24 hours.

If cancelling via email, the cancellation is not confirmed until you have received confirmation from Eastern Beach Holiday Units. Should you not receive this confirmation within 24 hours of your email, please phone us on 03 5568 1117 to ensure we have received your request to cancel.

Cancellations notified more than 14 days prior to arrival day will result in the refund of a deposit (if paid) less an administration charge\*

Cancellations notified less than 14 days prior to arrival day will be charged in full if the unit cannot be re-let for the same period. An administration charge\* will also apply.

Where guests choose to leave the property before the end of a booking no refunds will be given.

### *Reasons for the policy*

We regret the necessity to impose charges upon guests who do not use our accommodation, unfortunately, we have found it necessary to make these charges in the circumstances set out above in the hope that it will encourage guests to assist us by advising of any travel changes as early as possible, to enable us to re let the unit with minimal loss.

\*Administration charge is \$20.00