Arrival information for Weir House

Check in is available after noon. Please come to the main office of Weir House (manned between 8.00 - 5.00pm Monday – Friday). Outside of these hours, delegates can telephone +64 4 463 3700 or dial 33700 from the phone outside the main office door. A staff member will then issue delegates with a key, swipe card and health and safety information.

You can use the free Victoria University wifi network during your stay at Weir House.

Breakfast will be provided in the dining room from 7.00 – 9.00am Monday to Friday and 8.00-9.00am Saturday and Sunday

Terms and conditions of your stay at Weir House

**Payment indicates that you have read and agree with the conditions set out below.**

**Terms & Conditions for Temporary Stay Residents**

1. **Purpose**
   - These Terms & Conditions outline the conditions that temporary residents must abide by while residing at Weir House.

2. **Fire evacuation**
   - In the event of a fire evacuation – you will be responsible for leaving your floor immediately. A staff member will inform you of the evacuation procedure.

3. **Rules and Regulations / Policy on Resident Conduct**
   - 3.1 By signing these Conditions you agree to comply with the Rules and Regulations of Weir House Code of Conduct at all times. These documents are available upon request. These documents set out important information including our policy on the consumption of alcohol in or around the Hall, what constitutes prohibited conduct, and fire and emergency procedures.
   - 3.2 For the avoidance of doubt, no alcoholic liquor, glass bottles or smoking are permitted except in designated areas. Illicit drugs, firearms of any kind, lighted candles, incense or flammable liquids are absolutely prohibited
   - 3.3 As a temporary guest, please be considerate to others by avoiding loud noise that may disturb the work and sleep of others and ensure that you are quiet from 10.00pm to 8.00am. Please respect other people’s privacy.
   - 3.4 We reserve the right at any time, and at our sole discretion, to evict any guest who breaches these Conditions, the Rules and Regulations or the Policy referred to in paragraph 3.1 above. Where criminal behaviour is suspected, police will be notified.

4. **Payment**
   - 4.1 You will be responsible to cover the cost of all damages, breakages or loss on your departure. You are liable for all damages, breakages or loss from the individuals under your care. This will include the full cost of the fire service in the event that a fire alarm is activated through misuse or misconduct. Loss includes but is not limited to items such as towels, linen, remote controls, HDMI cables etc.
   - 4.4 Any breakage or damage should be reported immediately to the duty Residential Assistant, Hall Manager or other Weir House staff (not caterers or contractors).
   - 4.5 You are responsible for returning your key on departure. Failing to do so or loss of key will result in a key replacement charge of $80.

If you have any further questions, please feel free to contact us at weirhouse@vuw.ac.nz or 04 463 3700.

Kind regards,
Weir House Management