

Lodge Captain

Highway Apline Ski Club

Dear

Re: Your Booking Noon Saturday _____ to Noon Saturday _____

Please find attached lodge information, keys and instructions for your stay at Highway Alpine Ski Club Perisher Valley.

Please ensure that members of your party are aware of this information. Guest's are to provide their own linen, towel and toiletries and food, All guests are expected to clean the lodge when they leave.

In addition, we ask if you would please act as Lodge Captain for the week. Duties include allocating cleaning duties, ensuring the guest register is completed (this is in a folder in the lounge at the lodge) and completing the Lodge Captain's Checklist attached. I have included keys to the lodge and other information you may need.

Your support is appreciated. It contributes to a comfortable stay for all guests, and helps with the ongoing maintenance of the Lodge.

If there is no one booked to arrive on your day of departure, **the lodge needs to be left locked** and everything turned off when you leave.

Please don't hesitate to call Albert Browne 94891675 or Jack McGregor 9489 3507 if you have any questions at all. They are familiar with the workings of the lodge and are a good source of information.

On your return we would appreciate you mailing as soon as possible

- the Lodge Captain's Checklist,
- a copy of the completed Guest Register
- the Telephone Register and money

to Kurt Blecher, 4c Dress Circle Road, Avalon Beach 2107 in the enclosed stamp addressed envelope.

Thanks again for your help and support, and we hope you enjoy your holiday!

Regards,
Kurt Blecher
Booking Officer
029973 1617