



Dunaras Village

Information Pack 2012/2013



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**PLEASE READ THIS INFORMATION PACK
CAREFULLY BEFORE SIGNING YOUR BOOKING
FORM.**

CANCELLATION CHARGES APPLY AFTER BOOKING

WELCOME TO DUNARAS VILLAGE

Welcome to DUNARAS VILLAGE, situated in a prime location close to NUIG and SALTHILL. DUNARAS VILLAGE is a secure gated community purpose built for student accommodation and containing all the amenities one would expect from a top quality complex.

DUNARAS VILLAGE IS TAILOR MADE FOR STUDENT LIVING AND OFFERS:

- * Luxury Accommodation close to NUIG.
- * All En Suite bedrooms each containing study desk with broadband internet point (Cat 5 network cable, and Ethernet card required)
- * Multi channel TV with remote control.
- * Onsite facilities: Reception (open 9 - 6 ; closed 1 - 2) , grocery shop, launderette, secure parking, 3 locked bicycle sheds.
- * Secure WiFi throughout complex (students must provide own computers with Wireless network card)
- * On site security, CCTV, security locks.
- * On site manager.
- * **Free** Shuttlebus to college with hourly departures morning and evening.
- * Direct dial telephone in each apartment (call card required for outgoing calls)

APARTMENTS AT DUNARAS VILLAGE

ALL BEDROOMS AT DUNARAS VILLAGE ARE EN SUITE: They are featured in desirable 2 bed and 3 bed apartments. Some bedrooms are twin occupancy, Some are single occupancy. Some are doubles, which are rooms with a double bed, for single occupancy only. Apart from the size of room and the type of bed(s) all bedrooms have identical facilities i.e. built in wardrobe, built in study desk with internet point, bedside lockers with study lamp and all beds come with pillows, duvet, and mattress protector. The students supply their own linen. The pillows, duvet, and mattress protector are laundered by the management at their expense prior to student occupation and at the student's expense at the end of occupation.

KITCHEN, LIVING, & DINING AREA: Kitchens are fully fitted with either oven & hob or full size cooker, fridge and separate freezer, microwave, kettle and toaster. Adequate cutlery, crockery, and pots and pans are provided. The dining area has a table and four chairs. The living area has a 2 or 3 piece leather suite, coffee table and multichannel TV with remote control.

THE COMPLEX has a self service laundry with washers and dryers and each apartment is provided with an ironing board and iron. All apartments have direct dial telephone and for outgoing calls a call card is required.

ALL ROOMS in the apartments are spacious and generously fitted out. There are tiled floors in the living rooms and hallways, and carpet in the bedrooms.

ALL UPSTAIRS APARTMENTS have a balcony while groundfloor apartments have a patio. The complex is only 3 stories high with generous outdoor space and ample car parking.

GROCERY SHOP: There is a small grocery store within the complex which will supply the basic grocery needs of the students at reasonable prices.

FREE SHUTTLEBUS

OUR SHUTTLEBUS IS FAMOUS!

INTRODUCED on 11th September 2009 it hit the headlines in the GALWAY CITY TRIBUNE on November 13th.

Our shuttlebus was an instant success with many students using it several times a day.

The shuttlebus has been running ever since, every hour morning and afternoon with several extra services in the morning depending on demand., from inside the DUNARAS COMPLEX to inside the NUIG COMPLEX. All those dark cold mornings and dreary wet evenings are a thing of the past!

2012 Our shuttlebus gets wings!!

From March 2012 two new bus lanes will operate between Dunaras Village and NUIG. Travel time is expected to take only 5 or 6 minutes!!

WE ARE PROUD OF THE SERVICE WE OFFER OUR STUDENTS

The first complex with a shuttlebus!



POLICIES

Dunaras is a well regulated spacious complex in a secure garden setting. Dunaras welcomes students of NUIG who appreciate a complex with all the facilities that a serious student might aspire to.

1. Apartments are presented clean and are required to be kept in that condition. Students are responsible for cleaning their own apartments. Periodic inspections of the apartments will take place. Where students are unwilling or unable to clean their apartments within a specified time contract cleaners will be hired by the management at the student's expense.

2. A high standard of hygiene is required both in the apartments and particularly in the kitchen and bathroom areas, and in the disposal of rubbish and food. Rubbish may not be stored inside the apartments except in the bins provided, and should be disposed of in the appropriate outdoor bin. Students caught dumping rubbish on the ground, including small edible products, wrappers, bottles, chewing gum and cigarette ends, will be fined.

3. Dunaras has a policy of recycling and students are required to separate waste products and place each category in the appropriate bin.

4. Dunaras has a no smoking policy inside the apartments and reception area. Outdoor smoking is permitted provided cigarette ends are properly disposed of. We have a strict No Smoking policy and evidence of smoking will result in the offending apartment being fined €100 for the first offence, €300 for the second offence and a third offence will result in termination of the lease and eviction with the loss of all monies paid to date.

5. Excellent on-site security is provided and students are required to co-operate with security personnel. Students are given key pad codes on the strict understanding that they do not pass them to outsiders. Students should keep their doors locked at all times and should leave windows open only when they are in the particular room.

6. Students will share apartments with other students as follows: Sharing a twin room will always be with another student of the same sex. Sharing an apartment may be with students of the same sex or the opposite sex. Students should state their preference on the booking form and also note special interests. We will endeavour to match. Students who wish to share with friends should note their name on the application form. We will endeavour to accommodate.

7. We will not be held responsible for loss of a student's personal property including bicycles and cars. Students must insure their own possessions. It may be possible to extend the home insurance to cover these.

8. Students may have visitors in their apartments but these must be off the complex by midnight. No visitors are to be on or brought to the complex between the hours of midnight and 8.00am. Sound restrictions apply. TV's, stereos, musical instruments or noise of any kind should not be heard outside of the apartment, including in the apartment underneath or overhead or next door at any time. This policy will be strictly enforced after 10.00pm.

9. Parties of any kind involving alcohol and/or loud music are not permitted at any time and will result in the student(s) receiving one final written warning. Where a party results in damage to the property, the students involved may be evicted for a 1st offence and payment for damage demanded immediately. For all other serious misdemeanours two written warnings will be given.

10. Any student suspected of having controlled substances will be notified to the Gardai (Irish Police) for investigation and may be evicted.

11. Students are responsible for the behaviour of their guests until they leave the complex. These policies form part of the Terms & Conditions of booking and will be incorporated into the Agreement which successful applicants will sign.

Bookings and Cancellations

Please read this information pack and the booking form carefully.

Rooms are only available to full time students of NUIG.

Our booking lines open on 27/01/2012 and bookings will be accepted from this date.

Bookings are accepted for the entire academic year only - from 1st September 2012 to 25th May 2013.

Cancellations received after a booking is made and up to the date the first moiety is due incur an administration charge of €100

HOW TO BOOK:

Fill up the application form carefully and return together with booking deposit to:

Accommodation Manager,
Dunaras Village,
Bishop O'Donnell Road,
Galway.

Payment with initial booking accepted by cheque, bank draft, postal order or bank transfer.

Booking and Cancellation conditions:

1. On receipt of a properly filled out application form and the correct payment we will acknowledge both by Email the next business day. This does not guarantee you a room. If the application form is not properly filled out it will be returned to you.
2. If successful you will be informed by Email. You will have fourteen days to accept the offer in writing.
3. If you do not accept the offer within fourteen days your booking will be cancelled and you will incur an administration charge of €100. The balance of your money will be returned to you.
4. If unsuccessful you will be informed by Email and you will be offered all of your money back or the opportunity to go on a waiting list.
5. If you have accepted a room your lease will be forwarded to you in July 2012 which must be signed and returned by 24th August 2012 and the first moiety becomes due for payment for 1st year students by 24th August 2012 and for all other students by 10th August 2012.
6. Failure to pay the first moiety by the due date will result in the cancellation of the booking and loss of the booking deposit for all except first year applicants who have to repeat exams.
7. A first year applicant who has to repeat an exam should provide proof of same before 24th August 2012 and an extension of the booking period will be agreed.
8. Where a valid booking is cancelled after the due date for payment of the first moiety all monies paid will be forfeit, including electricity and service charges, and application for the second moiety payment will be made in due course.
9. Bookings are accepted, offers made and leases signed on the strict understanding that a student will be admitted for the full academic year from 1st September 2012 to 25th May 2013. If a resident wishes to cancel during the term of the lease the onus is on the lessee to procure a suitable replacement. If the room remains empty, liability for the rent, electricity and services remains the responsibility of the person named on the lease until the expiry date of the contract.
10. All prices quoted are net. All bank charges are to be paid by applicant. All cancellations must be in writing.

FAQ's

- Q. How do I make a booking?** A. See page 5 "Bookings & Cancellations"
- Q. What are the cancellation charges?** A. See page 5 "Bookings & Cancellations"
- Q. When do you start taking bookings?** A. 27.01.2012
- Q. When are acknowledgements of receipt of booking forms sent out?** A. The next business day starting on 30.01.2012
- Q. How many rooms do you have available?** A. 286
- Q. Are they all En suite?** A. Yes - All rooms at Dunaras are En Suite.
- Q. How many different types of rooms do you have?** A. Three - Twin, Single, & Double - All En Suite.
- Q. What is a Double En suite?** A. A double en suite is a room with a double bed for rent to one student only.
- Q. What is the latest date for payment of 1st moiety?** A. This is dealt with in page 5 "Bookings & Cancellations"
- Q. If successful what do I need to bring with me for the apartment?** A. Fitted sheets, duvet covers, pillow cases and towels.
- Q. Is everything else supplied?** A. Yes - everything else is supplied except personal belongings and products.
- Q. What size sheets do I need to buy?** A. For a double - a standard size double sheet. For all others a standard size single.
- Q. Is everybody entitled to use the shuttle bus?** A. Dunaras students only - with a Dunaras ID card.
- Q. How do I get a Dunaras ID card?** A. It will be ready for you on arrival.
- Q. How much does it cost?** A. It is free to Dunaras students.
- Q. Does a Dunaras ID card have any other function?** A. You should always carry your Dunaras ID card. Security at Dunaras is very pro-active and you may be asked to produce your ID, particularly late at night, until the security staff get to know you.
- Q. When do I get my money back if I am unsuccessful?** A. Within one month.
- Q. When do I get my Deposit back if I reside at Dunaras for the academic Year?** A. Deposits, less any deductions, will be returned within 8 weeks of the expiry date of the contract.
- Q. Do you have room for single semester students?** A. Yes we have a limited number of rooms for single semester students. Please email us at info@dunaras.ie.

Price List For Full Year 2012/2013

Room Type	Weekly	1 st Payment/moiety	2 nd Payment/moiety	Academic Year cost
Double En Suite	€115	€2485	€1885	€4370
Single En Suite	€110	€2390	€1790	€4180
Twin En Suite	€80	€1840	€1200	€3040

- The above prices are for students staying at Dunaras for the full academic year and paying the full annual fee.
- The First Moiety is payable by 24th August 2012 for first years and 10th August 2012 for all others.
- The Second Moiety is payable by 07th December 2012 for all students.

Booking/Damage deposit	€300	The booking deposit becomes the damage/security deposit on signing the lease. This is returned, less any deductions, at the end of the academic year.
Electricity deposit	€300	This is a deposit against usage. Any unused portion will be refunded. Overruns will be deducted from the security deposit. Serious overruns will be billed out as they arise.
Service Charges	€195 per semester	This charge covers all services, is fixed and is non refundable. This covers the TV Licence, cable TV, Private phone line, Internet and refuse. €195 is payable with both the first and second moiety.

- **To make a booking** – Complete the application form on page 10 and send it to Dunaras with the booking deposit of €300.00. Once these are received we will confirm your booking.
Please Note : You are not guaranteed a room until your booking has been confirmed.
- The electricity deposit of €300.00 and service charges of €195.00 are payable with the 1st moiety by 24th August 2012.
Service charges of €195.00 are also payable with the 2nd moiety by 07th December 2012, this is for the second semester services.
- A Double en suite is a room with a double bed for rent to one student only. We do not take couples.

Please note :

1. Applicants who pay the above charges and are not offered accommodation will receive a full refund.
2. Applicants who secure a room and subsequently cancel shall incur cancellation charges. See page 5 "Bookings and Cancellations".
3. Electricity bills are paid by management on behalf of the students. Each apartment is separately metered and meters are read by the ESB. Students may request to read their own meter and copies of all bills are available.

Double En Suite



Single En Suite



Twin En Suite



Terms & Conditions

- 1. The sections on Policies on page 4 and on Bookings & Cancellations on page 5 form an integral part of these Terms & Conditions and the applicant warrants that they have read these sections and that they accept the restrictions and conditions contained therein.**
- 2. The tenancy duration is for the full academic year from 1st September 2012 to 25th May 2013. Applicants are liable for any unpaid portion of fees after early departure.**
- 3. The due dates for Moiety payments are as outlined in the section called Bookings & Cancellations on page 5. These dates are accepted by the applicant.**
- 4. Applicants agree to pay the following : Booking deposit €300, Electricity deposit €300, and services payment of €195 per semester. Total with application : €300. Where we cannot offer an applicant a room €300 will be repaid in full. Where an applicant is offered a room and cancels before the first moiety falls due they will incur an administration charge of €100 and will receive a refund of €200.**
- 5. Applicants agree that if successful they will sign and abide by the Code of Conduct which will be based on the section called Policies on page 4. They further agree that they will sign a letting agreement which commits them to occupancy of Dunaras Village for the full academic year ending on 25th May 2013.**
- 6. Applicants agree to pay the service and utility charges as outlined on page 7.**
- 7. Applicants agree to abide by the rules of Dunaras Village and to co-operate with staff and security personnel.**
- 8. Students shall park bicycles only in the locked sheds provided and shall use the car parking area only for parking of cars. Bicycles tied to railings or brought into apartments shall incur a fine. Cars used for racing or speed trials within the complex will be banned.**
- 9. Students who engage in anti social behaviour will be expelled from the complex.**
- 10. Students are responsible for cleaning their own apartments, disposing of and recycling of rubbish, and in general maintaining a high standard of hygiene.**



Dunaras Village

www.dunaras.ie

Please attach 2 passport sized photographs.

Please sign the back of both Photographs.

Application Form

1st September 2012 – 25th May 2013

Please complete using only **BLOCK CAPITALS**.

Applicant Surname: _____ Applicant Forename: _____

Applicant Email : _____

Applicant Mobile No : _____ Applicant Home Tel. No. : _____

Applicant Home Address : _____

Applicant Date of Birth : _____

Applicant PPS Number : _____ (Irish applicants only)

Parents Name's : _____ Parents mobile No : _____

Name of Guarantor : _____

Address of Guarantor : _____

Email of Guarantor : _____ Mobile No : _____

Entering Study Year : 1 2 3 4 PG (Please Circle)

NUIG ID Number : _____ Course Name : _____

Students with whom you might like to share with : (Not guaranteed)

1. _____ 2. _____ 3. _____ 4. _____

Special Needs: _____

Room Type : Double En Suite Single En Suite Twin En Suite

Insert numbers 1,2,3 in the boxes above in order of preference. Only insert numbers where you are prepared to accept that type of room.

Where did you hear about Dunaras Village? _____

I have read and agree with the terms and conditions on page 8 (Please tick the box)

Signature of applicant : _____ Date : _____

Signature of Guarantor : _____ Date : _____

Please note any medical condition you feel we should know about:

Car registration details

Reg No: _____
Make : _____
Model _____
Colour : _____

Office Use Only

Deposit : _____ Method : _____ Date : _____
First moiety : _____ Method : _____ Date : _____
Electricity : _____ Method : _____ Date: _____
Services : _____ Method : _____ Date : _____
Second moiety: _____ Method : _____ Date : _____
Second semester Services : _____ Method : _____ Date _____

Apartment _____ Room _____

Management reserve the right to refuse an application

To Book You Must Send Us:

1. Completed Booking Form

And

2. €300.00 Cheque or Bank Draft or Postal Order made payable to Guardian Facilities Limited.

OR

Copy of Bank Transfer

3. Send To:

Accommodation Manager

Dunaras Village,

Bishop O'Donnell Road,

Galway.

Bank Details

Bank: AIB Bank

Sort Code: 93-10-71

Name of account: Guardian Facilities Ltd

Account No: 11516580

IBAN No: IE40 AIBK 9310 7111 5165 80

Swift Code/BIC : AIBKIE2D