

ACCOMMODATION BOOKING FORM



THURSDAY 23RD – MONDAY 27TH APRIL, 2020

GUEST DETAILS:

Guest/s Name:			
Organiser's/Contact Name:			
Organiser's/Contact Number:			
Organiser's/Contact Email:			
Arrival Date:		Departure Date:	
Check In Time From 2:00pm (1400hrs)		Check Out Time Before 11:00am (1100hrs)	

OPTION A:	ROOM ONLY RATE with EXISTING BEDDING per NIGHT		
	1 or 2 Guests	3 Guests <small>(using existing bedding)</small>	4 Guests <small>(max no. of guests with existing bedding)</small>
Standard Room Rates	\$200.00 AUD	\$245.00 AUD	\$290.00 AUD
No. of Rooms			
Superior Room Rates	\$230.00 AUD	\$275.00 AUD	\$320.00 AUD
No. of Rooms			
Additional Surcharges:			
Buffet Breakfast: \$32.90 per person on consumption			
Roll Away Bed (max 4 guests in a room): \$50.00 per night (max 1 roll away bed per room, subject to availability)			

OPTION B:	ROOM AND BUFFET BREAKFAST RATE with EXISTING BEDDING per NIGHT			
	1 Guest	2 Guests	3 Guests	4 Guests <small>(max no. of guests with existing bedding)</small>
Standard Room Rates	\$226.00 AUD	\$252.00 AUD	\$323.00 AUD	\$394.00 AUD
No. of Rooms				
Superior Room Rates	\$256.00 AUD	\$282.00 AUD	\$353.00 AUD	\$424.00 AUD
No. of Rooms				
Additional Surcharges:				
(max 4 guests in a room):				
Roll Away Bed: \$50.00 per night (max 1 roll away bed per room, subject to availability)				

Rooming List	If booking more than 3 rooms, please send a separate rooming list		
Charges, Please Circle	All Charges	Room Only	Room & Breakfast
Comments/ Requests			

PAYMENT DETAILS:

Credit Card Type	
Credit Card Number	
Credit Card Expiry Date	
Card Holder Name	
Card Holder Signature	
Authorisation Date	

A credit card surcharge of 1.3% applies to all credit card payments

**BOOKING
CONDITIONS:**

- One night's deposit is required at the time of booking and is non-refundable
- Full pre-payment required 14 days prior to date of arrival. Credit card provided at the time of booking will be automatically charged.
- Any cancellation or reduction in room nights received between 14 days and 3 days prior to date of arrival will incur a 50% cancellation fee of the original total booked
- Any cancellation/amendment received within 48 hours prior to date of arrival will incur 100% cancellation fee
- Payment via credit card only. EFT available upon request depending on lead time to day of arrival
- Bachata group rates are only applicable when booking directly via booking form
- Booking form/s should be received no later than 5pm (AEST) Thursday, 9th April, 2020
- Hotel Reservation agent will send a confirmation of booking via email within 72hrs of receiving the booking form
- All reservations are subject to availability

Hotel Use Only:

Block Code	BACHATA2020
Date of Booking Form Received	
Reservation Confirmation Number	
Date of Authorisation Received	

Please return by email to reservations@novotelwesthg.com.au or fax +61 2 9832 1347 to the Reservations Team no later than 5pm (AEST) Thursday 9th April, 2020.