



CICM NEWFELLOWS CONFERENCE 2015

GUEST INFORMATION (please use one form per required room)

Guest 1 First name: _____ Surname: _____
Guest 2 First name: _____ Surname: _____
Children (3 to 12 years inclusive): _____ Infants (0 to 2 years inclusive): _____
Arrival date: ___ / ___ / ___ Departure date: ___ / ___ / ___
Phone: _____ Mobile: _____
Email address: _____

ACCOMMODATION DETAILS* (please select one suite type and one price point)

- Standard Suite (Maximum 2 Adults OR 2 Adults and 2 Children**): number of guests
 - 1 Adult + ___ Children** \$339.00 per night including 1 buffet breakfast
 - 2 Adults + ___ Children** \$369.00 per night including 2 buffet breakfast
- ** Children 3 to 12 years old will incur a linen surcharge of \$40.00 + breakfast at \$18.50 per child per night

BEDDING CONFIGURATION

- King Bed Child Linen (\$40 per night) _____ Cot (\$20 per night)
- Twin Bedding (2 Singles)

PAYMENT DETAILS

Please select your payment method to secure your booking with a 50% deposit.

- Credit Card (1.8% surcharge applies to all credit card payments)

Name on Card: _____

Credit Card Number:

Expiry Date: /

Verification Number: Signature: _____

- Bank Transfer: Once your booking is confirmed we will advise of the account details and payment will be required within 5 days. (only available if date of travel is no less than 10 days from today's date)

CANCELLATION POLICY

Notice of any cancellation of, or amendment to, a reservation must be provided in writing. Full charges will apply for no shows. A fee of 100% of the total accommodation will apply if cancellation occurs within 30 days of date of travel and is subject to the Terms and Conditions of the Conference (refer to conference organiser for full details).

Once completed, please return this form via fax 02 6639 2199

* Please note, all bookings are subject to availability; your booking is not guaranteed until you receive a booking confirmation letter. Please allow up to 2 business days for your request to be processed.

NB: Check-in time is from 3pm and check-out is by 10am. Early arrival requests are not guaranteed.

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