

IPA BAROSSA TAX RETREAT HOTEL ACCOMMODATION BOOKING REQUEST FORM

Accommodation is available at the following discounted rates for group participants of the **IPA Barossa Tax Retreat** at the Novotel Barossa Valley Resort **Wednesday, 20 February - Thursday, 21 February 2019.**

Please note that one form is required per room booking

GUEST DETAILS

Surname _____

First Name _____

Arrival Date _____ Departure Date _____

Number of Guests _____

Contact Phone _____

Email address _____

PLEASE INDICATE YOUR ROOM REQUIREMENTS DURING YOUR STAY

- Studio Room (Single Occupancy): \$190.00 per room/night – Including breakfast
- Studio Room (Double Occupancy): \$215.00 per room/night - Including breakfast

Optional Room Upgrades	Description	Price (per night)
Superior Suite	Superior rooms with king bed, private balcony, bath robes, slippers and daily bottled water, renovated bathroom, kitchenette with Nespresso coffee machine, executive desk, wireless internet (fee), iPod docking station, 37" LCD TV with on-demand movies.	Studio Suite Price + \$40.00 <input type="checkbox"/>
Studio Spa Suite	Deluxe Spa Suites with king bed, corner spa bath, private balcony, bathrobes and slippers, kitchenette with Nespresso coffee machine, 37" LCD TV with on-demand movies, executive work desk, iPod docking station, wireless internet (fee), excellent lighting.	Studio Suite Price + \$80.00 <input type="checkbox"/>
2 Bedroom Apartment	Spacious 2 bedroom apartments features a queen bedroom and a second bedroom (twin beds or King bed setup) with separate lounge and dining area, kitchenette, 37" LCD TV with on-demand movies, iPod docking station, work desk, private balcony, individually controlled air-con, wireless internet, 1 bathroom.	Studio Suite Price + \$140.00 <input type="checkbox"/>

PLEASE INDICATE YOUR BEDDING REQUIREMENTS DURING YOUR STAY

Studio Room Bedding: Please circle (King Bed OR Twin Beds)

please note that the Studio Suite is the only room type which can cater for a twin bed setup

Two Bedroom Apartment Bedding: Please circle (King Bed and Queen Bed OR Queen Bed and Twin Beds)

Credit card details are required to book and guarantee your room. A reservation will not be accepted without a credit card guarantee.

CREDIT CARD DETAILS

Type of card (Circle)	Visa	MasterCard	Diners	AMEX	JCB											
Credit card number												Expiry Date				
Name on credit card																
Signature																

* Please note that a 1.3% credit card surcharge is applied to ALL credit card transactions.

If you are not the holder of the above credit card, please tick the box if charges for your accommodation and any incidental expenses are to be charged directly to the above credit card. Otherwise full payment will be required upon arrival to the hotel.

TERMS AND CONDITIONS

Cancellations or amendments:

One night's accommodation fee will apply to any reservation cancelled (or reduced in length of stay) within 14 days prior to the booked arrival date. This will apply to all cancellations for reasons within or outside of your control and is a non-negotiable condition.

For accommodation options with a more flexible booking condition i.e.: cancellable without charge up until 24 hours prior to arrival, please contact the hotel reservation team direct for options. Contact number provided below.

Availability:

Accommodation rooms will not be held as of **Tuesday, 22nd Jan 2019** as this date constitutes the release back date for the block. Rates will be subject to change after the abovementioned date and availability cannot be guaranteed beyond this point. All bookings are subject to availability at the time of the reservation and room types are limited to the original negotiation agreed upon during conception.

Confirmation:

A confirmation of your booking will be returned to you via the email provided once the request has been received and the booking is confirmed in our system. Please contact the hotel if you have not had confirmation within 48 hours of your request to ensure your reservation has been confirmed. The hotel will not be responsible for reservations made to which a confirmation letter was not received and subsequently not followed up within the 48 hour period advised above. Alternate methods of confirmation are available verbally over the phone, should this method not be suitable to your needs.. This option should be discussed with the hotel at the time of the reservation and should not be an assumed service as a feature of your reservation.

Please return this booking form to:

Novotel Barossa Valley Resort

Email: h3026-re1@accor.com

Or phone Reservations during Business hours
on 08 8524 0077

Office Use Only

Confirmation number _____
Action by _____
Arrival date _____