

Institute of Public Accountants Conference

Booking Form Ref #2788395

Dates: 25 to 28 August 2021

First Name:		Surname:	
Accor Membership:		Accor Membership Status:	
Phone:		Email:	
Address:			
No. of Adults:		No. of Children & Ages:	
Sharer/s Guest Names			
Special Requests/Notes			

Room Type	Bedding Configuration	Arrival Date	Departure Date	Number of Rooms per Night	Rate Per Room Night
Hotel Room Bed & Breakfast for 1	<input type="checkbox"/> King <input type="checkbox"/> Twin Singles				\$185
Hotel Room Bed & Breakfast for 2	<input type="checkbox"/> King <input type="checkbox"/> Twin Singles				\$210
1 Bedroom Suite Bed & Breakfast for 1	<input type="checkbox"/> King				\$225
1 Bedroom Suite Bed & Breakfast for 2	<input type="checkbox"/> King				\$250
2 Bedroom Suite Bed & Breakfast for 2	<input type="checkbox"/> King/King <input type="checkbox"/> King/Twin				\$335
2 Bedroom Suite Bed & Breakfast for 4	<input type="checkbox"/> King/King <input type="checkbox"/> King/Twin				\$385
Extra Person Bed & Breakfast	Rollaway Bed (excludes Hotel Rooms)				\$65
Infant	Baby Cot OR Highchair per item each				\$10

*Please Note: Hotel Rooms accommodate maximum 2 guests, 1 Bedroom Suites accommodate a maximum of 3 people and 2 Bedroom Suites accommodate a maximum of 5 people. Also, Baby Cot or Highchair is not applicable for Hotel Room
Please contact Group Reservations if you would like to further clarification on any of your reservation questions.*

BOOKING TERMS AND CONDITIONS

- For cancellations within 30 days of arrival full fees will apply, including any No Show reservations will incur full fees
- A completed Credit Card Authorisation Form is required for prepayment at 7 Days prior to arrival.
- All room types are subject to availability at the time of enquiry.
- Bookings will not be reserved without a completed Credit Card Authorisation Form.
- Full payment will be processed at 7 Days prior to arrival and a Tax Invoice will be issued on departure.
- All credit card transactions will incur a surcharge.
- A Pre-Authorisation of \$200.00 is required at the time of Check-in for security during your stay. Alternatively if you do not have a credit card, you are required to provide valid photo identification and leave a \$200.00 cash deposit which will be refunded less any incidental charges on departure.
- Check-in from 2pm and Check-out is by 11:00AM on the day of departure.
- Special requests will be noted on your booking. All requests are subject to availability only and cannot be guaranteed.
- Tax Invoices will ONLY be provided upon check out. Receipts for advanced deposits will be issued.
- Should you wish to extend your stay post conference, we would be happy to offer you these same rates.

Please return your completed Booking Form via email: salt.groups@peppers.com.au or Fax: 02 6670 5111

Business Hours: Monday – Friday, 9am – 5pm.

Any booking forms sent through on the weekend or after hours will be processed during the business hours listed above.

PLEASE REFER TO THE CREDIT CARD AUTHORISATION FORM ON PAGE 2 WHICH IS REQUIRED TO BE RETURNED WITH THE BOOKING FORM FOR FULL PAYMENT AT 7 DAYS.

Credit Card Payment/Authority

Booking Details			
Hotel Name			
Guest Name (as per booking)			
Arrival Date			
Departure Date			
Reservation number			
Payer details			
Full Name			
Postal address			
City/Town		Postcode	
Contract Phone Number			
Email address			
I also authorise the following additional charges (charged on departure)			
Room only	Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone calls	Yes <input type="checkbox"/> No <input type="checkbox"/>
Breakfast	Yes <input type="checkbox"/> No <input type="checkbox"/>	Movies	Yes <input type="checkbox"/> No <input type="checkbox"/>
Internet	Yes <input type="checkbox"/> No <input type="checkbox"/>	Car Parking	Yes <input type="checkbox"/> No <input type="checkbox"/>
Bond	Yes <input type="checkbox"/> No <input type="checkbox"/>	All charges	Yes <input type="checkbox"/> No <input type="checkbox"/>
Others (please specify)			
Credit Card Details			
Name (as printed on credit card)			
Card type	Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Amex <input type="checkbox"/> Diners <input type="checkbox"/>		
Credit Card Number	_____ / _____		
Do you require a receipt for Accommodation (package). <small>Note: The guest will be provided on departure with a receipt for all additional charges (if applicable).</small>			Yes <input type="checkbox"/> No <input type="checkbox"/>
I agree and authorise Accorhotels Apartments & Leases to debit my nominated credit card as per the amount(s) nominated, including any authorised guest charges.			Yes <input type="checkbox"/>
I understand that all payments made for accommodation (package) are subject to the Accorhotels Apartments & Leases terms and conditions. Where applicable, any refunds will be made payable to the above named guest.			Yes <input type="checkbox"/>
Signature (as per credit card)		Date	

Credit Card Fees – Accorhotels Apartments & Leases also reserves the right to charge a payment processing fee in order to cover its associated administrative costs. Fees are as follows; MasterCard 1.10%, Visa 1.25%, Union Pay 2.00%, Amex/JCB 3.35% and Diners 3.50%

Security Bond - On check-in the guest will be required to provide a bond. For further information, please contact us on 07 5665 4428

Age restrictions - The named guest above must be 18+ years of age, ID maybe required at time of Check-in.

Privacy - We recognise that your privacy is very important and we are committed to protecting the personal information, including credit card details we collect from you. Refer to our Privacy Statement for full details.

Full Terms and Conditions and the privacy policy - Available on www.mantra.com.au