

**Accommodation Form**

Office Use Only

Dates:

Total cost:

Confirmed:

Invoice Raised:

Paid:

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| **Guest name(s):** |
| **Number of rooms needed:** |
| **Dates required:**  **Total number of nights:** |
| **Contact telephone number:** |
| **Email address:** |
| **Billing address:** |
| **Please confirm if you are one of the following:**  NTC Student Faculty/Staff of NTC Visitor  UK-based Nazarene Pastor Visiting Lecturer Other: |
| **Will there be children staying with you?:**  **If yes, what are their ages?:**  (there may be certain child protection regulations which apply) |
| **Please note:**  There is a total **no smoking** and **no alcohol** policy in all College buildings and on the entire grounds of the campus.  Rooms will be available from 3pm on the day of your arrival.  We ask that you vacate your room by 10am on the day of your departure.  If you are spending any nights away from campus, you will be charged for the nights that your belongings are left in your room. If you do not wish to be charged, then you must remove all of your belongings from the room while you are away, return the key to reception, and then re-collect it upon your return. In these instances, we can offer short-term luggage storage, free of charge. |
| **Payment information:**  We ask that you pay for your stay upon your arrival at the College. If the duration of your stay takes place over the weekend or out of office hours, you will be required to pay prior to your arrival—in person, by phone, through post, or by posting it through the letterbox on the White House on campus (this letterbox is securely locked on the other side).  Please make cheques payable to Nazarene Theological College. If paying by credit/debit card, please send details to the Finance Office, NTC, Dene Road, Didsbury, Manchester, M20 2GU, or call 0161.445.3063 to pay by phone. *Please note that there is an additional 2.25% charge for use of credit/debit cards.* |
| Any additional information or requests: |