

Engage2Act Conference
CONFERENCE BOOKING FORM
 Call +61 3 9525 5522 and Quote **ENGAGE130917**
 Complete this form and email to H1506@ACCOR.COM

Surname _____ First Name _____ Title _____

Address _____

City _____ State _____ Post Code _____

Company Name _____ Email _____

Telephone _____ Mobile _____

Arrival Date ____/____/2017 Departure Date ____/____/2017 Total Nights _____

Number of Adults ____ Number of Children ____ Bedding Request (Twin / Cot) _____

Second Guest Name (if applicable) _____

Tick	Room Type	Rate	Notes
<input type="checkbox"/>	Standard Non Bay View Room	\$170.00	Room only, Per night
<input type="checkbox"/>	Standard Bay View Room	\$210.00	Room only, Per night
<input type="checkbox"/>	Superior King Bay View Room	\$230.00	Room only, Per night
<input type="checkbox"/>	Executive King Ocean View Room	\$270.00	Room only, Per night
<input type="checkbox"/>	Buffet Breakfast	\$22.00	Per person, Per day

Rooms are subject to availability and once the standard room type is sold, charges apply for upgraded room types. The above accommodation only rates are for 1-2 people. A charge for the 3rd person will be at an extra cost. Novotel Melbourne St Kilda is a non-smoking Hotel. Check-in is from 2.00pm and check-out is at 11.00am. Car parking is available from \$15.00 per day – multi exit.

Tick	Payment Method
<input type="checkbox"/>	Guest will pay own account
<input type="checkbox"/>	Third party account payment <small>(A Credit Card Authorisation form to be completed and sent to the Hotel directly). Please note if this written authorisation is not received, the Guest will be required to settle their own account.</small>

Credit Card Details: A credit card number is required to guarantee the booking. Cancellations received **within 14 Days** of arrival will be subject to a cancellation fee equal to the first nights accommodation charge per booking cancelled. Cancellations received **within 7 Days** of arrival will be subject to a cancellation fee equal to the total accommodation charge per booking cancelled. Please note that a credit card will be required on check-in as pre-authorisation for accommodation and incidental charges. All credit card payments are subject to a 1.3% surcharge.

Credit Card Type _____ Credit Card Number: ____ / ____ / ____ / ____

Expiry Date: ____/____ Card Holders Name _____

All reservations and room type requests are subject to availability at the time of booking. Your reservation will be confirmed to you within 48 hours of receipt.