

Fax

TO Group Reservations Coordinator

COMPANY Sofitel Melbourne On Collins

TEL. + 61 (03) 9653 7793

FAX + 61 (03) 9650 4261

DATE / /

SUBJECT The 3rd Annual Australia Investment Management Summit 2010 (Booking Code-INV170510)
Tuesday 18 to Wednesday 19 May 2010

Accommodation Reservations must be made by Monday 19 April 2010 and are subject to hotel room availability. Sofitel Melbourne On Collins will confirm your reservation by return fax or e-mail.

Guest Name (s):

Address:

Email:

Telephone:

Fax:

Reservation Details

Arrival Date:

Time:

Departure Date:

Time:

Accommodation Preference

Accommodation is subject to hotel availability and preferences (✓) are on a request basis only

<u>Classic King Room</u>				
Room Only-\$285.00 per night				
With One breakfast- \$310.00 per night		Non Smoking Request		Smoking Request
With Two breakfasts- \$335.00 per night				

Single and Double rooms offer one (1) king bed. Twin rooms offer two (2) single beds and are available in the Classic category only.

Payment Details

Credit Card Number:

Expiry:

Name on Credit Card:

If a third party will be paying for the room, we require an authority to be submitted with a photocopy of the back and front of the credit card showing the signature of the cardholder. We observe these security procedures to protect you from the unauthorised use of your credit card.

Group Reservation Booking Conditions: All rates are quoted in Australian dollars and are per room per night, are inclusive of GST and are only valid for bookings received via fax or email. A credit card number must accompany this registration form. Without a pre-paid deposit or credit card number, the room will only be held until Monday 19 April 2010. Any amendments/cancellations require a minimum of 14 days advance notice. A cancellation charge of all night's accommodation will be billed for reservations cancelled without the required notice or in the event of a non arrival. The credit card details used for this accommodation booking must be presented on check-in for verification and to guarantee any incidental charges during the stay. Please note that this card is used for a guarantee only and payment is to be made directly on checkout. All credit cards will incur a 1.5% surcharge. Check-in at the hotel is after 14.00 If you arrive before this time it is possible that you will not be able to gain access to your room. Check-out is before 11.00am on the day of departure

Signature:

Please return the completed and signed Request for Accommodation form
By signing this form you agree to be bound by the booking conditions stated above

Office Use:

Status / #

Date

Name

