



**41 INTERNATIONAL HYM
 BLENHEIM 30th OCTOBER – 4TH NOVEMBER 2014
 ACCOMMODATION BOOKING FORM**

To make a reservation for accommodation, please do so via this form and return in either format below:

The Marlborough Convention Centre , Attn: Melissa Pont, Accommodation Manager
 Post to P.O.Box 972, Blenheim 7240.

Fax: 03 579 5049 or Email: mcc@scenicgroup.co.nz

Bookings for accommodation should be made no later than 26th September 2014. After this date, no guarantee can be made that rooms will be available. To secure your reservation, credit card information is required, or a cash deposit is required equal to one nights accommodation, if you intend to pay by cash for your stay.

Please supply all your details in section's A, B and C below. Once your form is received, we will send confirmation of your accommodation booking and information on how to make your cash deposit, if you selected this option.

Accommodation Early Access (tick if you require this option)

Check in time at most hotels/motels is 2.00pm. If you have an early morning arrival and you require an early check in, you will need to reserve and pay for your room from the previous night.

Changing Your Reservation

Please advise The Marlborough Convention Centre, Accommodation Manager of any change to a reservation as per contact details above.

Cancelling Your Reservation

If you cancel your reservation after 26th September 2014 you may be subject to cancellation charges levied by the hotel/motel supplier.

(A) ACCOMMODATION OPTIONS

Please provide 1 st and 2 nd Choice, every effort will be made to provide your 1 st choice. Check-in from 2.00pm and check-out by 10.00am.				
Preferred Property :	Room Type Request:	1 st Preference	2 nd Preference	Special Requests:
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Due to room allocations at various properties, we will allocate on a first/second option, once that option is full, we will move to another hotel/motel property that has rooms held for this conference.

(B) PARTICIPANT DETAILS FOR ACCOMMODATION :

TITLE: _____ SURNAME: _____ GIVEN NAME: _____

ORGANISATION: _____

ADDRESS: _____

SUBURB: _____ CITY: _____ COUNTRY: _____

TELEPHONE: BUSINESS:() MOBILE: () FACSIMILE ()

EMAIL: _____

SPECIAL REQUIREMENTS (E.G DISABILITY): _____

APPROXIMATE ARRIVAL TIME : _____

Accommodation Required	<input type="checkbox"/> Single	<input type="checkbox"/> Double	<input type="checkbox"/> Twin	<input type="checkbox"/> Other _____
Check-in Date (DD/MM/YY)	/ /		Check-out Date (DD/MM/YY)	/ /
Early check-in time	I wish to pay for my room for early arrival on / / at _____			
Special Requirements	<input type="checkbox"/> Non-Smoking	Other _____		
I am sharing my room with	_____			

(C) ACCOMMODATION PAYMENT/DEPOSIT

Please secure with my credit card details below to pay for my/our accommodation and use as security for my booking and send me confirmation of my/our accommodation booking/details.

Credit Card Type (please circle one)	American Express	Diners	MasterCard	Visa
Card Number			Expiry Date (MM/YY)	
Cardholder's Name as appears on card			Authorised Amount NZ\$	
Card Billing Address				
Authorised Signature			Date	

Signature _____

Date _____

Confirmation of your booking will be sent within four working days of receiving this Accommodation Booking form.

Please make a photocopy for your records.

TERMS and CONDITIONS

Please note that rates do not include breakfast and are on a room only basis.

MAKING A RESERVATION

Your accommodation bookings must be made on the accommodation booking form enclosed no later than 26th September 2014. After this date no guarantee can be made that rooms will be available. In order to secure and confirm your accommodation reservation we require payment of one night's room rate by cash deposit or alternatively you may provide a credit card number to guarantee your booking.

If paying your one night deposit by cash, this deposit payment will be paid to your hotel/motel supplier as per the confirmation of booking details form that will be sent to you with four working days.

This amount will be deducted from your account on departure and the balance will be paid by you on departure from the hotel/motel.

If providing a credit card number as guarantee, the hotel will not debit your card at the time of booking and all hotel accounts will need to be settled on departure.

CANCELLATION OF ACCOMMODATION RESERVATIONS

If you cancel your accommodation booking with the Marlborough Convention Centre, Accommodation Manager prior to the 26th September 2014 your accommodation deposit will be refunded in full. After this date, refunds will be subject to any cancellation charges levied by the hotel/motel.

EARLY ARRIVAL

Please note the check-in time for your particular hotel/motel. If you require an early check-in prior to the designated time you may need to reserve your accommodation from the previous night and pay for an additional nights accommodation. Please contact the Accommodation Manager to discuss this arrangement.

LATE ARRIVAL

Please indicate if you intend checking into your accommodation after 6.00pm on your day of arrival and we will notify your hotel/motel. This will ensure the hotel will not cancel your room.

SHARING WITH ANOTHER REGISTERED DELEGATE

Delegates must make their own arrangements to share accommodation. Only one deposit is required. Please state on this accommodation booking form the name of the person you are sharing with (Section B). If you wish to receive separate accounts on check out, please advise the hotel/motel on check-in.

CHANGES TO RESERVATIONS

Please notify the accommodation managers of any changes to a reservation, prior to your arrival and not the hotel/motel directly.

TERMINOLOGY

"Single" – refers to a single, one double or queen/king size bed.

"Double" – refers to a room with one double or queen/king size bed.

"Twin" – refers to a room with two beds.

All hotel/motel rooms have ensuite bathrooms.

GENERAL INFORMATION

MELISSA PONT

ACCOMMODATION MANAGER

Marlborough Convention Centre

Phone: 03 579 5047

Facsimile: 03 579 5049

Email: mcc@scenicgroup.co.nz

www.marlboroughconventions.co.nz

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