

## Scenic Hotel Auckland - Booking Form

Applied Linguistics Conference 2017

Reference No: 90463966

**ACCOMMODATION FORM:** 24<sup>th</sup> November – 1<sup>st</sup> December 2017

### SCENIC HOTEL AUCKLAND

NAME: (Title & Initials) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ MOBILE: \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_ 2pm \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_ 10am \_\_\_\_\_

NUMBER OF GUESTS OCCUPYING THE ROOM: \_\_\_\_\_

#### ROOM REQUIREMENTS: *(Please Circle)*

TWIN (2 beds) / SINGLE/DOUBLE (1 Queen Bed)

ROOM RATES (Lightwell Room): \$235.00 including GST, per room, per night  
(Superior Room): \$265.00 including GST, per room, per night

Check-in time is no earlier than 2.00pm

**PLEASE CALL TO PROVIDE CREDIT CARD DETAILS TO GUARANTEE THE BOOKING**

**Bookings with no credit card details is not guaranteed**

**(Credit card provided is only to secure the booking; credit card will not be charged)**

#### Conference accommodation conditions:

- Accounts settled at the hotel by credit card will incur a 1.5% credit card surcharge.
- Cancellation policy: Cancellations within 48 hours will incur a cancellation fee equivalent to the first nights' accommodation for each room booked.
- Any guest whom fails to check-in and has not advised us of a cancellation, will be subject to one nights accommodation charge.
- More than two adults in a room will incur an extra \$30.00 incl GST charge per adult per night.
- Check in time is no earlier than 2.00 pm & check out time is 10.00 am.
- All bookings are subject to availability.
- Pre and post accommodation is subject to availability at conference rate
- A credit card authorisation will be required on check in. If a credit card is not available then a cash deposit of \$300 will be required as security for any incidentals.

#### **HOTEL USE ONLY:**

Confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reference Number: \_\_\_\_\_