

SOFITEL MELBOURNE

International Coach Federation Australasian Conference 2007

2 - 4 October 2007

FAX RESERVATION FORM TO:
Group Reservations Co-ordinator
Sofitel Melbourne
25 Collins Street, Melbourne, VIC, 3000
FACSIMILE: 61 3 9650 4261
TELEPHONE: 61 3 9653 0000
Email: H1902-RE07@accor.com

ROOM PREFERENCE (please tick):

- Single Double Twin
(2 x Single beds) (2 x single beds + rollaway)
- Smoking Non smoking

ROOM RATE:

Superior King/Twin room

- \$240.00 NETT per room per night single, double or twin share (room only)
 \$270.00 NETT per room per night single, double or twin share (room and 1 breakfast)

Please note bookings are subject to availability and room preferences are on a request basis only.

RESERVATION DETAILS:

Arrival Date _____

Expected Time of Arrival
(Check in time is 2pm) _____

Departure Date _____

Booking Name _____

Email Address _____

Phone _____

Fax _____

CREDIT CARD DETAILS:

- American Express Diners Card JCB
 MasterCard Visa Bankcard

Credit Card Number _____

Name on Credit Card _____

Expiry Date _____

Accommodation Reservations must be made by **Friday 31 August 2007**
and subject to hotel availability

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 6pm.

Any amendments/cancellations require a minimum of 7 days advance notice. A cancellation charge of one 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.

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.

Check-in at the hotel is after 14.00. If you are to arrive before this time it is possible that you will not be able to gain access to your room.

Sofitel Melbourne will confirm your reservation by return fax.

All rates quoted are per room per night and are inclusive of GST and are only valid for bookings received via fax.