

# HOTEL ACCOMMODATION BOOKING REQUEST FORM

Accommodation is available at the following discounted rates for group participants of the **Swinburne University** at the Novotel Barossa Valley Resort between the **Monday, 5th November 2018 and Friday, 8th November 2018**.

*\*\*Please note that one form is required per room booking.\*\**

## GUEST DETAILS

Surname

First Name

Number of Guests

Contact Phone

Email address

## PLEASE INDICATE YOUR ROOM REQUIREMENTS DURING YOUR STAY

☐

Studio Room including Breakfast (**Single Occupancy**): \$180.00 per room / night

☐

Studio Room including Breakfast (**Double Occupancy**): \$225.00 per room / night

*\*\*all rates are non-commissionable\*\**

Each room features a private balcony with panoramic views over the Jacobs Creek Vineyards and the Barossa Ranges. Sleeping up to 2 people, the rooms feature either a king size bed or 2 single beds. Each room features a small kitchenette with microwave and tea/coffee making facilities, 32" LCD TV with ipod docking station plus on-demand movies and cable TV, executive work desk, wireless internet, a large chaise lounge and individually controlled air-conditioning.

The recently renovated and refurbished bathrooms feature a spacious walk in shower. Disabled access rooms are also available on request.

## OPTIONAL ADDITIONAL NIGHTS

Arrival: \_\_\_\_\_ through to \_\_\_\_\_ Departure: \_\_\_\_\_

- The rate will remain the same for nights Sunday – Friday. Saturday night will be an additional \$70 per night
- Rooms outside the conference dates are subject to availability and cannot be guaranteed
- All additional nights will be at the same cancellation policy listed below.

Optional Room Upgrades <i>*Subject to availability*</i>	Description	Price (per night)
Deluxe Spa Suite	Deluxe Spa Suites with king bed, corner spa bath, private balcony, bathrobes and slippers, kitchenette with Nespresso coffee machine, 37" LCD TV with on-demand movies, executive work desk, iPod docking station, wireless internet (fee), excellent lighting.	Studio Suite Price + \$80.00 <input type="checkbox"/>
2 Bedroom Apartment	Spacious 2 bedroom apartments features a queen bedroom and second bedroom (twin beds or King bed setup) with separate lounge and dining area, kitchenette, 37" LCD TV with on-demand movies, iPod docking station, work desk, private balcony, individually controlled air-con, wireless internet (fee) 1 bathroom.	Studio Suite Price + \$140.00 <input type="checkbox"/>

## PLEASE INDICATE YOUR BEDDING REQUIREMENTS DURING YOUR STAY

Studio Room Bedding:

☐

King Bed

☐

Two Single Beds

*\*\*please note that the Deluxe Spa Suite can only have a King Bed setup\*\**

Two Bedroom Apartment Bedding:

☐

Queen Bed and King Bed

☐

Queen Bed and Two Single Beds

Credit card details are required to book and guarantee your room. A reservation will not be accepted without a credit card guarantee.  
Full pre-payment may be charged to the card with 14 days of arrival as the booking will then be considered definite within this time.

CREDIT CARD DETAILS																				
Type of card (Circle)	Visa			MasterCard			Diners			AMEX			JCB							
Credit card number																Expiry Date				
Name on credit card																				
Signature																				

\* Please note that a 1.3% credit card surcharge is applied to ALL credit card transactions.

#### Charge Authority

☐

If you are not the card holder of the above credit card, please tick the box if you authorize all charges for any incidental expenses are to be charged to your card on departure. Otherwise full payment will be required for incidentals by the guest.

#### TERMS AND CONDITIONS

##### Cancellations or amendments:

One night's accommodation fee will apply to any reservation cancelled (or reduced in length of stay) within 14 days prior to the booked arrival date. This will apply to all cancellations for reasons within or outside of your control and is a non-negotiable condition. For accommodation options with a more flexible booking condition i.e.: cancellable without charge up until 24 hours prior to arrival, please contact the hotel reservation team direct for options. Contact number provided below.

##### Availability:

Accommodation rooms will not be held as of **Monday 8<sup>th</sup> October 2018** as this date constitutes the release back date for the block. Rates will be subject to change after the abovementioned date and availability cannot be guaranteed beyond this point. All bookings are subject to availability at the time of the reservation and room types are limited to the original negotiation agreed upon during conception.

##### Confirmation:

A confirmation of your booking will be returned to you via the email provided once the request has been received and the booking is confirmed in our system. Please contact the hotel if you have not had confirmation within 48 hours of your request to ensure your reservation has been confirmed. The hotel will not be responsible for reservations made to which a confirmation letter was not received and subsequently not followed up within the 48 hour period advised above. Alternate methods of confirmation are available via fax or verbally over the phone, should these methods suit your needs best. This option should be discussed with the hotel at the time of the reservation and should not be an assumed service as a feature of your reservation.

#### Please return this booking form to:

Novotel Barossa Valley Resort  
Email: [h3026-re01@accor.com](mailto:h3026-re01@accor.com)  
Ph: 08 8524 0000

#### Office Use Only

Confirmation number \_\_\_\_\_  
Action by \_\_\_\_\_  
Arrival date \_\_\_\_\_