

C O N F E R E N C E D E L E G A T E S
A C C O M M O D A T I O N R E S E R V A T I O N F O R M
2 3 N O V E M B E R 2 0 0 9 – 1 7 F E B R U A R Y 2 0 1 0

Please email to Ronelle Henning at r.henning@auckland.ac.nz or fax to +64 (9) 373 7552.

| | | | | |
|-------------------|------------|---------------------------|---------|-----|
| Personal details | First name | | Surname | |
| Telephone | + () | Mobile | + () | Fax |
| Email | | Address | | |
| Date of arrival | / / 20 | Estimated time of arrival | | |
| Date of departure | / / 20 | Number of weeks/days | | |

ACCOMMODATION PREFERENCE

| | | | |
|---|--------|--|--------------------------|
| A Hall of Residence We will confirm your placement into O'Rorke Hall or International House | Single | \$55 per night Bed & breakfast only | <input type="checkbox"/> |
|---|--------|--|--------------------------|

CREDIT CARD AUTHORISATION FOR DEPOSIT

I hereby authorise Accommodation and Conference Services to debit the credit card for the required deposit of 30% of the total cost:

| | | | |
|--------------|-----|---|--|
| Name on card | | | |
| Card number | | Three-digit security number on back of card | |
| Expiry date | /20 | Cardholder signature | |

CONDITIONS OF RESERVATION

*Pre-booking is essential. A **deposit of 30% or a credit card authorisation** is required to confirm the reservation. **Full payment** of the B&B component is required **no later than one month** before the start of the reservation. The deposit will be forfeited for cancellations later than a month before arrival. Final requirements for catering to be provided no later than ten days before arrival and full payment of confirmed orders required on arrival.*

*Please provide **name and gender details** of the group no later than two weeks before arrival.*

Linen and towels are included in the rates.