

FAX

TO GROUP RESERVATIONS COORDINATOR

COMPANY SOFITEL MELBOURNE ON COLLINS

TEL. + 61 (03) 9653 0000

FAX + 61 (03) 9650 4261

DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

SUBJECT **FRAME AUSTRALIA 2010 CONFERENCE**  
**FRIDAY 18 - TUESDAY 22 JUNE 2010**

ACCOMMODATION RESERVATIONS MUST BE MADE BY MONDAY 31 MAY 2010 AND ARE SUBJECT TO HOTEL ROOM AVAILABILITY. SOFITEL MELBOURNE ON COLLINS WILL CONFIRM YOUR RESERVATION BY RETURN FAX.

GUEST NAME (S): \_\_\_\_\_

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

EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**RESERVATION DETAILS**

ARRIVAL DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**ACCOMMODATION PREFERENCE**

ACCOMMODATION IS SUBJECT TO HOTEL AVAILABILITY AND PREFERENCES (✓) ARE ON A REQUEST BASIS ONLY

CLASSIC KING \$270.00 PER NIGHT -SOLD OUT-	CLASSIC ROOM WITH 1 BREAKFAST - \$295 -SOLD OUT-	CLASSIC ROOM WITH 2 BREAKFAST \$320.00 PE NIGHT -SOLD OUT-	NON SMOKING REQUEST
SUPERIOR KING ROOM \$315.00 PER NIGHT -SOLD OUT-	SUPERIOR KING ROOM WITH 1 BREAKFAST \$340.00 PER NIGHT -SOLD OUT-	SUPERIOR KING ROOM 2 BREAKFAST \$365.00 P NIGHT -SOLD-OUT-	SMOKING REQUEST
LUXURY KING CLUB SOFITEL SINGLE ROOM \$370.00 PER NIGHT	LUXURY KING CLUB SOFITEL DOUBLE ROOM \$395.00 PER NIGHT		

SINGLE AND DOUBLE ROOMS OFFER ONE (1) KING BED. TWIN ROOMS OFFER TWO (2) SINGLE BEDS AND ARE AVAILABLE IN THE CLASSIC CATEGORY ONLY. LUXURY KING CLUB SOFITEL ROOMS INCLUDE COMPLIMENTARY ACCESS TO CLUB SOFITEL WITH BENEFITS SUCH AS BREAKFAST, REFRESHMENTS, EVENING DRINKS AND BUSINESS & INTERNET FACILITIES.

**PAYMENT DETAILS**

CREDIT CARD NUMBER: \_\_\_\_\_ EXPIRY: \_\_\_\_\_

NAME ON CREDIT CARD: \_\_\_\_\_

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. GROUP RESERVATION BOOKING CONDITIONS: ALL RATES ARE QUOTED IN AUSTRALIAN DOLLARS AND ARE PER ROOM PER NIGHT, ARE INCLUSIVE OF GST AND ARE ONLY VALID FOR BOOKINGS RECEIVED VIA FAX OR EMAIL. 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 MONDAY 31 MAY 2010. ANY AMENDMENTS/CANCELLATIONS REQUIRE A MINIMUM OF 21 DAYS ADVANCE NOTICE. A CANCELLATION CHARGE OF ALL 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. ALL CREDIT CARDS WILL INCUR A 1.5% SURCHARGE. CHECK-IN AT THE HOTEL IS AFTER 14.00 IF YOU ARRIVE BEFORE THIS TIME IT IS POSSIBLE THAT YOU WILL NOT BE ABLE TO GAIN ACCESS TO YOUR ROOM. CHECK-OUT IS BEFORE 11.00AM ON THE DAY OF DEPARTURE

SIGNATURE: \_\_\_\_\_ OFFICE USE: STATUS / \_\_\_\_\_

PLEASE RETURN THE COMPLETED AND SIGNED REQUEST FOR ACCOMMODATION FORM BY SIGNING THIS FORM YOU AGREE TO BE BOUND BY THE BOOKING CONDITIONS STATED ABOVE

DATE \_\_\_\_\_

NAME \_\_\_\_\_

