



Accommodation Booking Form

2016 CMA Annual Conference
12th to 16th September 2016

<u>Return Completed Form To Either or Call:</u>	Email	NSWGroups@theoaksgroup.com.au
	Phone	07 3246 1784

PERSONAL DETAILS

Guest First Name		Guest Surname	
No. Adults		No. Children	
Phone		Fax	
Mobile			
Email			
Address			

BOOKING DETAILS

Arrival Date		Arrival Time	
Departure Date		Departure Time	

ROOM DETAILS (Please indicate the number of rooms & bedding configuration required)

Oaks Goldsbrough				
Room Type	Nightly Rate	Bedding – Please circle	No. Rooms	No. Guests
Studio	\$249	1 King Or 2 x Single beds		
1 Bedroom	\$268	1 Queen		

OPTIONS (Please indicate if required)

Additional Bed Required (If this option is chosen, it will be automatically added to the total room rate based on number of booking nights)	\$44 per person, per night	Yes / No
Special Requests (Please note that whilst we attempt to satisfy all requests, we are unable to guarantee prior to arrival)		

TERMS & CONDITIONS

Rates & room types are subject to availability at the time of booking.

Credit card details are required at the time of booking and one night's accommodation payment will be taken to secure the reservation.

BOOKINGS ARE NOT CONFIRMED UNTIL A CONFIRMATION HAS BEEN RECEIVED FROM OAKS.

The above rates are valid for 2 days pre and post the required dates. **It is a minimum 2 night stay applicable to all bookings on the weekends. Event Policy: In the case of an event being announced over these same dates, any rates quoted are subject to change based on peak demand. Further bookings made after the announcement date will be subject to the new rates; existing and confirmed reservations will remain as per confirmation.**

Cancellations within 30-15 days prior to arrival will incur a cancellation fee equal to one night's accommodation, 15-7 days prior to arrival will incur 75% off accommodation cancelled charged and inside 7 days prior to arrival 100% of accommodation cancelled will be charged.

Check-in is after 2pm on your day of arrival, however should you arrive earlier luggage storage is available and you are welcome to use the hotel facilities. Check-out time is prior to 10am on your day of departure. Should you require a later check-out, please contact Reception on the morning of your departure. A late check out fee may apply. Please note: Payment by all credit card types will incur a 1.5% transaction fee in addition to the amount charged.

CREDIT CARD

Booking will NOT be made if this section is not completed

VISA ☐ MCARD ☐ AMEX ☐ DINERS ☐

Card:

Expiry Date:

Name on Card: _____ Signature _____