

**Education Leaders Forum**  
**19<sup>th</sup> – 20<sup>th</sup> October 2010 #79709**



DISTINCTION ROTORUA

• HOTEL & CONFERENCE CENTRE •

**DIRECT BOOKING FORM FAX TO THE ATTENTION OF: Reservations Manager**

**FAX: 07-349-5201 • PHONE: 07-349-5200 • E-MAIL: reservations@distinctionrotorua.co.nz**

NAME: (Title & Initials) \_\_\_\_\_

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

PHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ MOBILE: \_\_\_\_\_

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

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

NUMBER OF GUESTS OCCUPYING THE ROOM: \_\_\_\_\_

**ROOM REQUIREMENTS: (Please Circle)**

SINGLE / TWIN / DOUBLE

SMOKING / NON SMOKING

**DELEGATE ROOM RATE: \$149.00 Incl GST**  
per room, per night, based on single, double or twin share occupancy

**NOTE: A BLOCK IS BEING HELD UNTIL 18<sup>th</sup> September 2010**  
WHEN UNSOLD ROOMS WILL BE RELEASED

ALL BOOKINGS ARE SUBJECT TO AVAILABILITY. CHECK-IN TIME IS NO EARLIER THAN 2.00PM  
NON GUARANTEED BOOKINGS WILL BE CANCELLED AT 6.00PM ON THE DAY OF ARRIVAL

**METHOD OF PAYMENT: (Please Circle)**

CASH / EFTPOS / CREDIT CARD

**PLEASE GUARANTEE MY BOOKING WITH THE CREDIT CARD NUMBER LISTED BELOW:**

Please Circle:            AMEX            MASTERCARD            VISA            DINERS

CARD NUMBER: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CONFERENCE ACCOMMODATION CONDITIONS:**

- CANCELLATION POLICY: IF YOU WISH TO CANCEL YOUR RESERVATION, PLEASE NOTIFY THE HOTEL AT LEAST 24 HOURS PRIOR TO THE DATE OF ARRIVAL. CANCELLATION FEES MAY APPLY .
- ANY GUEST WHOM FAILS TO CHECK-IN AND HAS NOT ADVISED US OF A CANCELLATION, WILL BE SUBJECT TO ONE NIGHTS ACCOMMODATION CHARGE.
- CHECK IN TIME IS NO EARLIER THAN 2.00 PM & CHECK OUT TIME IS 11.00 AM.
- ALL BOOKINGS ARE SUBJECT TO AVAILABILITY.
- PRE AND POST ACCOMMODATION IS SUBJECT TO AVAILABILITY AT CONFERENCE RATE
- PAYMENTS BY CASH OR EFTPOS ARE REQUIRED TO PAY THE ACCOMMODATION IN FULL ON CHECK IN, PLUS A \$50.00 BOND FOR INCIDENTALS, WHICH WILL BE REFUNDED ON DEPARTURE.
- ANY GUEST WHOM CHECKS OUT EARLIER THAN EXPECTED CANCELLATION FEES MAY APPLY

**HOTEL USE ONLY:**

Confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reference Number: \_\_\_\_\_

**REMINDER: BOOK BEFORE 18<sup>th</sup> September THE BLOCK HOLD ON ROOMS WILL BE RELEASED**