

# ACCOMMODATION BOOKING FORM

## Materials and AustCeram 2009 (MA2009)

PLEASE FAX OR POST COMPLETED REGISTRATION FORM TO CONFERENCE WORKS:

Level 1 120 Railway Avenue Ringwood East VIC 3135

Tel: (03) 9870 2611 Fax: (03) 9870 1723

Email: jane@conferenceworks.net.au

### PERSONAL DETAILS

Title	First Name	Last Name
Position	Organisation	
Address Line 1		
Suburb	City	State
Post Code	Phone	Fax
Email		
Special Dietary Requirements		

### ACCOMMODATION PREFERENCE

Single  Double  Twin (2 Single Beds)

### ACCOMMODATION RATES – STANDARD ROOM

\$155.00 per room per night, room only

### ADDITIONAL INFORMATION

Smoking  Non-Smoking

### PREFERRED DATES

Check-in Date: \_\_\_\_\_ Check-in Time: \_\_\_\_\_ Check-out Date: \_\_\_\_\_

### CREDIT CARD CONFIRMATION

**PLEASE NOTE:** Your credit card will be used by the hotel as a guarantee only. You will be requested upon check in to nominate your preferred payment method.

Visa  Mastercard  American Express  Diners

\_\_\_\_\_  
Name on Card

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Expiry Date

\_\_\_\_\_  
Signature

### ACCOMMODATION CANCELLATION POLICY

In the event of a room arriving without notice, a cancellation fee of one night's accommodation per night for the confirmed booking will be charged. Any rooms cancelled within 48 hours prior to arrival will be subject to 100% cancellation fees.