

HOTEL ACCOMMODATION RESERVATION FORM
NH THE LORD CHARLES HOTEL, SOMERSET WEST
Arrival Date: August 2019 - Departure Date: August 2019

Special group tariffs have been negotiated. Please indicate your choice of accommodation and date of ARRIVAL and DEPARTURE.

Please forward the completed form to:

Anzelika Smith
 NH The Lord Charles Hotel
 Tel +27 21 8551040 / Fax +27 21 8551107
 Email: a.smith@nh-hotels.com

All accommodation rooms are subject to Hotel availability and subject to below cancellation fee which may be levied:

- 60 to 30 days prior to arrival – 30% free release by client. Excess of 30% will be subject to 40% cancellation of the value of the booking to be charged
- 30 to 15 days prior to arrival – 20% free release by client. Excess of 20% will be subject to 50% cancellation of the value of the booking to be charged
- 15 to 7 days prior to arrival – 10% free release by client. Excess of 20% will be subject to 75% cancellation of the value of the booking to be charged
- 7 days prior to arrival – No free release applicable.
- In the event of no-show, the individual guest will, in all cases, be required to pay 100% of the reservation value (including VAT).

Standard Rooms

- Single Rooms @ R1500.00 per room per night
- Double Room @ R1750.00 per room per night

Please note that the above rates are per room per night accommodation inclusive of breakfast in the Garden Terrace Restaurant only and 15 % VAT. The rate, however, does not include the 1% Tourism and Promotional Levy per night. **Please note that check-in is at 15:00 and checkout is at 10:00 on day of departure.** Any delegates wishing to extend their stay before or after the conference will be entitled to the same rates, subject to availability.

NAME Title _____ First Name _____ Surname _____

NAME SHARING Title _____ First Name _____ Surname _____

ADDRESS _____

POSTAL CODE _____

TELEPHONE(WORK) _____ (MOBILE) _____ EMAIL _____

DATE OF ARRIVAL _____

DATE OF DEPARTURE _____

Should you require an Airport Transfer, please do not hesitate to email concierge@nh-hotels.com for a quotation.

Please note the rooms are subject to Hotel availability. To secure your reservation, we do require full pre-payment. Should credit card details be given, a credit card authorization will be sent upon receiving the form in order take payment.

- Credit Card: Visa/Masters/Diners/Amex Card No _____
- Expiry date _____ CVV number _____ (3 digits on back)
- Bank Transfer

Bank	Nedbank
Branch	Somerset West
Branch code	106012
Account number	1060127903
- The hotel does not accept cheques
- Should you wish to use our Nedbank link for online payment, we will forward the link accordingly.

SIGNATURE

DATE