

**FAX**

**TO** Group Reservations Coordinator  
**COMPANY** Sofitel Melbourne On Collins  
**TEL.** + 61 (0)3 9653 0000  
**FAX** + 61 (0)3 9650 4261  
**EMAIL** H1902-RES@accor.com  
**DATE** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**SUBJECT** Law Institute of Victoria Conference  
 Wednesday 29<sup>th</sup> February 2012 – Friday 2<sup>nd</sup> March 2012

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:** \_\_\_\_\_

Classic King Room \$270.00 per night	Classic King Room with 1 Breakfast \$295.00 per night	Classic King Room with 2 Breakfasts \$320.00 per night	Non Smoking Request
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Single and Double rooms offer one (1) king bed. Twin rooms offer two (2) single beds and are available in the Classic category only.

**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, 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. ANY AMENDMENTS/CANCELLATIONS REQUIRE A MINIMUM OF 14 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:** \_\_\_\_\_  
 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

<b>OFFICE USE:</b>	Status / # _____
	Date _____
	Name _____

