

S O F I T E L

LUXURY HOTELS

MELBOURNE ON COLLINS

**GEWEX / iLEAPS Conference 2009
Monday 24 - Friday 28 August 2009**

**FAX RESERVATION FORM TO:
Group Reservations Co-ordinator
Sofitel Melbourne On Collins
25 Collins Street, Melbourne, VIC, 3000
FACSIMILE: 61 3 9650 4261
TELEPHONE: 61 3 9653 0000
Email: H1902-RE07@accor.com**

ROOM PREFERENCE (please tick):

- Single Double Twin
(2 x Single beds) (2 x single beds + rollaway)
(Classic Room only) (Classic Room Only and
additional charge for Rollaway)
- Smoking Non smoking

ROOM RATES:

CLASSIC KING ROOM:

- \$295.00 per room per night room only
-\$327.00 per room per night including 1 breakfast in Hotel's restaurant
-\$359.00 per room per night including 2 breakfasts in Hotel's restaurant

Please note bookings are subject to availability and room preferences are on a request basis only.

RESERVATION DETAILS:

Arrival Date _____
Expected Time of Arrival _____
(Check in time is 2pm)
Departure Date _____
Guests Full Name _____
Email Address _____
Phone _____
Fax _____

CREDIT CARD DETAILS:

American Express Diners Card JCB
 MasterCard Visa Bankcard

Credit Card Number _____
Name on Credit Card _____
Expiry Date _____

Accommodation Reservations must be made by **Monday 3 August 2009** and are subject to hotel availability.

Sofitel Melbourne On Collins will confirm your reservation by return fax.

All rates quoted are per room per night and are inclusive of GST and are only valid for bookings received via fax. A rollaway bed is an additional \$80 per night.

A credit card number must accompany this registration form. Without a pre-paid deposit or credit card number, the room will only be held until Monday 3 August 2009.

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.

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.

Check-in at the hotel is after 14.00. If you are to arrive before this time it is possible that you will not be able to gain access to your room.

**Confirmation/Waitlist/
Cancellation - Office Use**

Date_____

Name_____

Confirmation Number

