

# HOTEL BOOKING FORM



Return form to: Events in Focus  
Contact Person: Mr Joby Joseph

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Email: [rwright@eventsinfocus.net](mailto:rwright@eventsinfocus.net)

SURNAME (BLOCK CAPITALS)	FIRST NAME (S)	TITLE (MR/MRS)	NATIONALITY ON PASSPORT
1			
2			
3			
4			

REQUIREMENTS		
HOTEL NAME:	ROOM TYPE:	NO. ROOMS:
ARRIVAL DATE:	DEPARTURE DATE:	NO. NIGHTS:
PLEASE NOTE, THE STANDARD CHECK-IN TIME FOR HOTELS IS APPROX. 14.00HRS. IF YOUR FLIGHT ARRIVES EARLY IN THE MORNING AND YOU WISH TO HAVE IMMEDIATE ACCESS TO THE ROOM YOU SHOULD BOOK FROM THE NIGHT BEFORE. STANDARD CHECK-OUT TIME IS 12.00 NOON. IF YOUR FLIGHT DEPARTS LATER IN THE EVENING AND YOU WISH TO USE THE ROOM, AGAIN, YOU WILL NEED TO BOOK AN ADDITIONAL NIGHT.		

COMPANY NAME:			
ADDRESS:			
CONTACT NAME:			
TELEPHONE NO:	FAX NO:		
E-MAIL ADDRESS:			
SIGNATURE:	DATE:		

PLEASE INDICATE PAYMENT PREFERENCE:	
<input type="checkbox"/>	We will be paying by bank transfer (bank details will be sent out with the invoice)
<input type="checkbox"/>	We will be paying by credit card (please fill in your card details below. 2.5% fee applies to card payments)

Credit Card No: (sorry we cannot except AMEX)			
Valid From:	Valid To:		
3 Digit Security Code:	Issue No. (Switch / Maestro Only)		
Name of Cardholder :			

## Terms & Conditions

- Reservations cannot be held without payment details. Hotel reservations will be held on option and will only be guaranteed upon payment of a deposit invoice of 50% for each room held. The balance is payable 1 month prior to arrival. For bookings made less than 1 month prior to arrival, immediate full prepayment is required for each room held. Events in Focus reserve the right to cancel any reservations due to non payment of an invoice.
- Confirmation of payment will be forwarded to you along with hotel vouchers and other travel documents prior to departure.
- Once your reservations have been confirmed it is imperative that Events in Focus are advised in writing of any changes or cancellations that you may have. In turn the hotel can then be advised of these changes. Once the arrangements have been confirmed and paid for, cancellation charges will apply to all hotel bookings. Cancellation charges will be stipulated upon confirmation. Please note that these charges have been set by the hotels due to this being a busy period.