

# Novotel Twin Waters Resort

## ACCOMMODATION BOOKING FORM

### PACCOA CONFERENCE

12<sup>TH</sup> – 17<sup>TH</sup> MARCH 2018

#### GUEST DETAILS

Check-in Date: \_\_\_\_\_ Check-out Date: \_\_\_\_\_ Expected arrival time: \_\_\_\_\_

Name: (Mr / Mrs / Miss / Ms / Dr / Prof / Mr & Mrs) \_\_\_\_\_

#### Sharing Room:

Partner's Name: \_\_\_\_\_ OR  Conference Delegate: \_\_\_\_\_

I will be travelling with my children. Number of children: \_\_\_\_\_ Ages: \_\_\_\_\_

- Two children up to and including 15 years stay for free if using existing bedding and eat breakfast complimentary if dining with two paying adults

Address: \_\_\_\_\_ Suburb/City: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country (if not AU): \_\_\_\_\_

Phone (h/w): \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

You will receive confirmation of your reservation via email within 5 working days.



Membership Number (if applicable): \_\_\_\_\_ Expiry: \_\_\_\_\_ OR:

Yes! I give my permission to join Le Club Accorhotels programme. It's FREE and you can earn points every time you stay at an Accor Hotel, get access to exclusive offers, priority welcome, exclusive hotel treatment and use your points to lower your hotel bill or gain other rewards!

#### ACCOMMODATION DETAILS

##### Please complete one form per room

Check-in time: from 2.00 pm Check-out time: 10.00 am

\*\*Please note all room types below are based on up to 2 adults and 2 children. The addition of a 3<sup>rd</sup> adult will incur additional fees. \*\*

	Flexible Rate
<b>Resort Room Garden View</b> <input type="checkbox"/> 1 double <input type="checkbox"/> 2 twin beds <input type="checkbox"/> Room Only <input type="checkbox"/> Single - Bed & Breakfast <input type="checkbox"/> Twin / Double share - Bed & Breakfast	\$159.00 per night \$179.00 per night \$199.00 per night
<b>One Bedroom Suite Garden View</b> <input type="checkbox"/> 1 king & 1 sofa bed <input type="checkbox"/> 2 single beds & 1 sofa bed <input type="checkbox"/> Room Only <input type="checkbox"/> Single - Bed & Breakfast <input type="checkbox"/> Twin / Double share - Bed & Breakfast	\$259.00 per night \$279.00 per night \$299.00 per night
<b>Overwater Lagoon Suite</b> <input type="checkbox"/> 1 x king & 1 sofa bed <input type="checkbox"/> Room Only <input type="checkbox"/> Single - Bed & Breakfast <input type="checkbox"/> Twin / Double share - Bed & Breakfast	\$359.00 per night \$379.00 per night \$399.00 per night

If you require a Two Bedroom Suites, please call reservations on 07 5450 9591 or email [groups@twinwatersresort.com.au](mailto:groups@twinwatersresort.com.au) to check rates and availability.

- Buffet Breakfast is served daily in Nouveau Restaurant between 6:30am – 10:30am.
- If you select breakfast included in your room rate, no refund will be provided if not consumed
- If breakfast is not pre-booked with your accommodation, a higher rate will apply if breakfast is added during your stay



## AVAILABILITY :

Please note there are no rooms on hold for the event. Any bookings will be dependent upon hotel availability. Once the hotel is fully booked you will be responsible for finding alternative accommodation or we can waitlist you for any cancellations.

We will contact you in the event that your requested room type is no longer available.

*If you have not received confirmation of this booking within 5 business days please contact the Resort to ensure the booking form has been received.*

## CANCELLATION :

- ◆ Cancellation of your reservation more than 30 days prior to arrival will incur one [1] nights' cancellation fee.
- ◆ Cancellation of your reservation within 30 days of your arrival date will incur the full cost of your accommodation.

It is your responsibility to advise the hotel of your cancellation. All cancellations must be received in writing via:

Email: [Groups@twinwatersresort.com.au](mailto:Groups@twinwatersresort.com.au) OR Fax: (07) 5450 9596

## PAYMENT :

- ◆ All fees and charges stated include GST. You will receive a tax invoice upon check out.
- ◆ A credit card valid at the start date of your stay must be provided at the time of booking.
- ◆ A cheque can also be provided for the deposit. *Please attach to this form and post to the address noted below.*
- ◆ Guests who do not provide a credit card or cheque at the time of booking will not have a confirmed reservation.
- ◆ A pro-forma invoice can be sent if payment is to be made by Direct Deposit. Please contact reservations for more information.
- ◆ A \$100 security deposit is required on arrival to guarantee your incidental charges.

## CREDIT CARD DETAILS :

<b>Card Type</b>	<input type="checkbox"/> American Express <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Diners		
<b>Name of Card Holder</b>			
<b>Credit Card Number</b>		<b>Expiry Date</b>	/
<b>Authorised Signature</b>			

*Please note all credit card payments will incur a 1.5% surcharge.*

### AUTHORISATION TO CHARGE CREDIT CARD NOT IN GUEST NAME

- I will provide my credit card as a guarantee but the guest will settle their own account on check-in
- I give Novotel Twin Waters Resort authorisation to charge the following charges to the credit card above.
  - All Charges
  - Accommodation Only
  - Accommodation & Breakfast
  - Other – Please specify: \_\_\_\_\_

### ALTERNATE PAYMENT

#### Cheque payable to Novotel Twin Waters Resort

Please forward payments to:

Group Reservations  
Novotel Twin Waters Resort  
PO Box 5344 Maroochydore QLD 4558  
**(Please ensure you keep a copy of this form for your records)**

\_\_\_\_\_  
Signed as acceptance of terms and conditions

\_\_\_\_\_  
Date

## AIRPORT TRANSFERS :

- ◆ Airport transfers can be arranged through the hotel's Discovery Desk at the guest's own expense. To book, please call 07 5450 9569 or email [info@exploresunshinecoast.com](mailto:info@exploresunshinecoast.com)



Please return completed form by fax, email or post to:

Novotel Twin Waters Resort

PO BOX 5344, Maroochydore QLD 4558

Phone: 07 5450 9591 Fax: 07 5450 9596

Email: [Groups@twinwatersresort.com.au](mailto:Groups@twinwatersresort.com.au)

Website: [novoteltwinwatersresort.com.au](http://novoteltwinwatersresort.com.au)