

SAS Forum Australia & New Zealand 2010

12 to 13 August 2010

Accommodation Request Form

CONTACT DETAILS

TITLE (Please tick) Mr Mrs Ms Other _____
 FAMILY NAME GIVEN NAME/S

COMPANY/ORGANISATION

STREET ADDRESS

CITY

STATE

COUNTRY

POSTCODE

TELEPHONE

FACSIMILE

EMAIL

ROOM TYPE

ROOM RATE

Classic Room

A\$215.00 Room Only
 A\$235.00 Room & Breakfast for one
 A\$255.00 Room & Breakfast for two

Swiss Advantage Room

A\$245.00 Room Only
 A\$265.00 Room & Breakfast for one
 A\$285.00 Room & Breakfast for two

Swiss Executive Club Room

*A\$285.00 single / A\$305.00 double

Swiss Executive Club Suite

*A\$365.00 single / A\$415.00 double

*rates for Swiss Executive Club Room and Swiss Executive Club Suite include access to the Swiss Executive Club Lounge with daily breakfast and pre-dinner drinks.

ARRIVAL DATE

DEPARTURE DATE

ROOM TYPE (subject to availability)

ROOM RATE

NO OF GUESTS

IF SHARING THE ROOM, WITH WHOM

SPECIAL REQUESTS (subject to availability)

ACCOMMODATION TOTAL

\$ _____ .00

The following credit card is for guarantee of accommodation only. Guest (s) will settle own account upon departure.

Upon guest(s) departure, please charge the following credit card for:

<input type="checkbox"/> Room	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner	<input type="checkbox"/> Beverage
<input type="checkbox"/> Telephone	<input type="checkbox"/> Internet	<input type="checkbox"/> Laundry	<input type="checkbox"/> Minibar	<input type="checkbox"/> Room Service
<input type="checkbox"/> Parking	<input type="checkbox"/> All Charges			

American Express Visa MasterCard Diners JCB

CREDIT CARD NUMBER

EXPIRY DATE

____ / ____

NAME ON CARD

SIGNATURE

DATE

____ / ____ / ____

Terms & Conditions:

- All requests must be received at least 21 days prior to the event, and are subject to hotel availability.
- All rates quoted are per room per night and are inclusive of GST.
- Accommodation is confirmed only upon receipt of an Accommodation Confirmation from the hotel.
- Any cancellations must be made at least 24 hours prior to the arrival date. In the event of a no-show or late cancellation, a fee equivalent to one night's accommodation will be charged to the credit card provided.
- Check-in at the hotel is after 2pm and check-out is before 11am. Early check-in and late check-out may be arranged subject to availability and may incur additional charges.
- Credit card details must accompany this request form. Photo identification and the credit card used for this accommodation reservation must be presented at the Hotel on check-in for verification and to guarantee any incidental charges during the stay. If the credit card is of a third party, the Hotel requires a photocopy of the front and back 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.
- Please note that if you are settling your account by credit card, a transaction fee will apply.

swissôtel SYDNEY

To secure your accommodation, please forward this form to:

Group Reservations
 Swissotel Sydney
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 Sydney NSW 2000
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 Fax: +61 2 9238 8898
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