



SECTION A: GROUP COORDINATOR CONTACT DETAILS

Contact Name:

Title:

Company Name:

Trading as:

Address:

Email:

Telephone/Mobile:

SECTION B: ACCOMMODATION REQUIREMENTS

Requested Hotel:

2nd Hotel Option:

Please specify your preferred rate inclusions:

Room Only

Room and Breakfast for 1

Room and Breakfast for 2

Room Type	Nightly Rate	No. of Rooms	Check in date	Check out date	Nights

Notes:

- Should your requested hotel be unable to accommodate your group, Arinex will try to allocate your group to your 2nd hotel option.
- Above rates are quoted in Australian Dollars and include Wi-Fi access and GST.
- Rooms are subject to availability.
- Rollaway beds are available at an additional cost and can be requested on the rooming list (subject to room type configuration and hotel availability).
- Check in time for most hotels is 1500, and check out time is 1000.
- Guaranteed early arrival should be reserved the night before and will be charged accordingly if required.

**SECTION C: ROOMING LIST**

An initial rooming list must be sent to the Accommodation Managers by **Monday, 27 August 2018**.

A final rooming list must be sent to the Accommodation Managers by **Tuesday, 25 September 2018**.

Upon confirmation of your group booking you will be sent access to an online portal to enter your bookings.

SECTION D: ATTRITION POLICY

Time Prior to Conference Start Date	Allowable Reduction of Total Accommodation Charges	Attrition Fee	Date
Upon signature of Contract to 90 days	Reduction of up to 45% of total room nights allowed without penalty	One nights room rate will be charged per additional room cancelled	Friday, 27 July 2018
Up to 60 days	Reduction of up to 20% of total remaining room nights allowed without penalty	One nights room rate will be charged per additional room cancelled	Monday, 27 August 2018
Up to 31 days	Reduction of up to 5% of total remaining room nights allowed without penalty	One nights room rate will be charged per additional room cancelled	Tuesday, 25 September 2018
Within 30 days of group arrival and No Shows	100% of the accommodation revenue for the full length of stay per the agreement and subsequent additions for cancellations made 30 days prior to The Groups arrival and any no shows		From 26 September 2018
Early departure/reduction of room nights	Early departure or a reduction in room nights for each room booked will be deemed as a cancellation and retained as a cancellation fee		



SECTION E: PAYMENT

Upon receipt of this document, an invoice will be raised for a non-refundable security deposit of 50% of the total booking amount. Payment must be made within 14 days of the invoice date or the booking will be cancelled.

Full pre-payment of all remaining room nights must be received by **Wednesday, 26 September 2018**.

Payments can be made by bank transfer or credit card.

A tax invoice including GST, issued by the hotel, will be forwarded to The Group upon The Groups check out by Arinex.

Deposit Type	Due Date	Deposit Required
Non-refundable security deposit of 50% of total booking	Within 14 days of invoice date	50% of total booking
Full prepayment of remaining cost of booking	Wednesday, 26 September 2018	Remaining total cost

PAYMENT OPTION 1: Wire Transfer

Payment should be transferred in **Australian Dollars (AUD)** to:

Bank: National Australia Bank
SWIFT: NATAAU3302S
BSB: 082-001
Account: 04 503 0393
Branch: 345 George Street, Sydney
Account Name: Arinex Pty Ltd

Notes: A \$25.00 (AUD) fee is applicable for all international transfers and will be included on the invoice.

Reference number: Metropolis 2018

Please forward remittances to accounts@arinex.com.au and quote the tax invoice number



PAYMENT OPTION 2: Credit Card

Please fill in all information in the Credit Card Authorisation Form below:

I, _____ agree to authorise Arinex Pty Ltd to charge the below credit card with the following details:

Cardholder Name (as it appears on card):

Telephone (H/W):

Telephone (M):

Credit Card Type:

Credit Card Number:

Expiry Date:

Issuing bank:

Billing Address:

Or (Email Address):

I agree to cover the following categories of charges (please tick):

- All charges
- Room Only
- Room and Breakfast
- Incidental expenses
- Guarantee only
- Other (please specify): _____

The above charges will be covered for the below group:

Group Name:

Hotel Name:

Arrival:

Departure:

Amount (AUD):

By signing below, you authorise the hotel to charge your credit card for the charges indicated above. You further acknowledge that if 'all charges' has been selected, then all guest/group related charges (less deposit) will be charged to the above card number at the time of check-out by the hotel. Credit Card payments incur a merchant service fee of 1.77% for Visa, 1.67% for Mastercard or 2.75% for Amex in addition to the total amount payable. Please note debit cards are not accepted.

Cardholder Signature: _____ **Date:** _____



SECTION F: BOOKING CANCELLATION POLICY

PERIOD	CANCELLATION/PENALTY FEE
Up to Tuesday, 25 September 2018	50% of the total accommodation amount
From Wednesday, 26 September 2018	100% of the total accommodation amount

- The above policy applies should the room block be cancelled in full.
- Time of cancellation will be based on the time a written notice is received by the Arinex Sydney office during local office hours. Local office hours are Monday to Friday, from 0900-1700 hours.

I agree to all terms & conditions related to this reservation.

Signature:

Date:

Full name:

Position:

Company/Organisation:

Please email your completed booking form to accommodation@arinex.com.au. Your hotel option will be confirmed and a deposit invoice will be issued to your group coordinator within 2 business days.