



ACCOMMODATION REQUEST
ESNZ Showjumping Conference #284829 & #293953
(Accommodation held for 29th & 30th June 2018)
SPECIAL TARIFF APPLIES TO THESE DATES ONLY

ALL BOOKINGS MUST BE IN BY 15/06/2017 TO GUARANTEE AVAILABILITY AND NEGOTIATED ROOM TARIFF.
After 29/05/2018 all rooms and rates subject to availability and change at time of request.

PLEASE FAX TO: Reservations (04) 499 9800
OR E-MAIL TO: groups@jamescookhotel.co.nz

GUEST NAME/S		CONTACT NAME	
PHONE		EMAIL	
ARR. DATE	/ /	ETA:	: DEP. DATE : / /
COMPANY		ADDRESS	

Room Type	Rate per night	Request	Preference	Request
TERRACE ROOM Room with double beds.	\$144.00 Room only		Single/Double (1 bed)	
	\$169.00 includes Full Buffet Breakfast for 1		Twin (2 beds)	
	\$194.00 includes Full Buffet Breakfast for 2			
LAMBTON ROOM Room with 1 king size bed or 1 double & 1 single bed on high floors.	\$170.00 Room only		All guest rooms are non-smoking. Guest smoking area available off the hotel lobby.	
	\$195.00 includes Full Buffet Breakfast for 1			
	\$220.00 includes Full Buffet Breakfast for 2			
ROOM RATE	Rates are in NZD and include GST tax (15%) & are per room per night based on single, double or twin occupancy.			
CANCELLATION POLICY	Cancellations must be made to the hotel directly by 2pm the 7 days prior to arrival to ensure non-arrival & cancellation fees are not incurred. Fee equivalent to one night's accommodation tariff.			

Method of Payment:		
Cheque	<input type="checkbox"/>	Prepayment required in full by 22/06/2018. A proforma invoice will be provided with booking confirmation. Cheque payment is not accepted on arrival or departure.
Direct Credit	<input type="checkbox"/>	Prepayment required in full by 22/06/2018. A proforma invoice will be provided including bank account details with booking confirmation.
Guest Credit Card	<input type="checkbox"/>	Cardholder Name: _____ Card No. _____ Exp ____ / _____
Other Credit Card	<input type="checkbox"/>	A credit card authorization form will be sent to you to fill out with your booking confirmation. Please return to the hotel by 22/06/2018.
Company Chargeback	<input type="checkbox"/>	This method of payment will require credit card facilities to be established. Credit applications must be submitted 30 days prior to arrival to allow time for processing. Charges accepted: Room only Room & Breakfast Room & Meals Other: _____

All guests will be asked to provide a credit card at check-in to guarantee payment of incidentals. If no credit card can be supplied the guest will be asked to provide a \$100 cash/eftpos bond.