



Travel Services

Corporate Hotels, Conferences & Event Management

HOTEL RESERVATION REQUEST FORM (1)

INFOSECURITY 2007 & SERVICE DESK 2007 EXHIBITIONS

A confirmed reservation will represent a contract negotiated between the hotel and client. It should be clearly understood that in the event of non-arrival, cancellation, early check-out or amendments the client may be liable to charges at the discretion of the hotel and / or Travel Services.* It is understood that the client will accept responsibility for all legitimate charges made by the hotel / Travel Services with regards to this reservation. Travel Services cannot be held responsible to hotel or client. **Please note that the hotel cancellation policies may be up to one month prior to the event**, these details will be notified to you during confirmation, may we suggest that you consider taking booking cancellation insurance for groups to limit liabilities – please ask Travel Services for details if required.

Please note: It is now general policy to hold valid credit card details provided by the client prior to their arrival at the hotel to guarantee reservations. This system protects both hotel and client from release of accommodation or losses due to non-arrival of client. To accept your reservations **we must have credit card details provided in full in the form below.**

* No payment will be claimed by the hotel / Travel Services on these card details unless the reservation (1) is considered to be a 'no-show' i.e. accommodation is reserved, but client does not arrive and / or (2) cancellation of accommodation is not made through Travel Services before the stated minimum cancellation time or the client stays in the hotel accommodation but leaves without paying the full account (unless a company credit account has been pre-arranged) and / or (3) booking ends as an early check-out and / or (4) amendments to confirmed bookings may incur charges. Hotel charges may be processed automatically. Travel Services charges will be notified. If you have any queries then please do not hesitate to contact Travel Services.

Please complete form clearly in BLOCK CAPITALS using black ink and return to us by fax on 0845 658 1 659, post or scan & email to sev.rees@travelservices.com.

Hotel - 1 st Choice:		Hotel - 2 nd Choice:	
Commencing date:		for	nights.
No. Single Rooms:		No. of these to be Non-Smoking:	
No. Double Rooms:		No. of these to be Non-Smoking:	
No. Twin Rooms:		No. of these to be Non-Smoking:	
Other Requirements:			
Name:		Company:	
Address:			
Post Code:		Country:	
Telephone No:		Alternative Tel:	
Fax No:		Signature:	
E-mail:			Date of Signing:
Name card is in:			Card Type:
Card No:			Expiry Date:
Payment to be settled by: (Tick ✓ as applicable)	<input type="checkbox"/>	Guests paying their Full Account directly to the hotel on check-out.	
	<input type="checkbox"/>	Company wishes to set up credit facilities (applicable for group bookings of 10 + rooms only) or company already has credit facilities set up with the hotel.	
	<input type="checkbox"/>	Company to provide credit card for 3 rd party pre-payment (please advise if company will pay for Room only, B&B or full account on behalf of guest.)	
Group Booking form attached?			YES / NO
Do you require Conference / Private Dining event bookings in hotels during the event?			YES / NO
Please may we use your e-mail for future contact / promotions?			YES / NO

For Reservations of more than 1 room: Please complete and return to us the attached group rooming list form together with this form (please make copies first if you require more spaces).

We cannot guarantee allocation of Non-Smoking rooms specifically.

Signature on form proves details to be correct and valid at time of receipt by the agent.

All bookings must be supported in writing by sending us this completed form.

N.B. Any amendments or cancellations MUST be notified urgently in writing to Travel Services

Travel Services, Wakes Hall Business Centre, Colchester Road, Wakes Colne, Colchester, CO6 2DB

Website: www.travelservices.com

Tel: 0845 658 1658

Fax: 0845 658 1659

Email: sev.rees@travelservices.com