

ACCOMMODATION BOOKING FORM
COMMUNITY LEGAL CENTRES QUEENSLAND
MONDAY 8TH MAY – TUESDAY 9TH MAY 2017



Guest Details

Title: _____ Surname: _____ First Name: _____

Title: _____ Surname: _____ First Name: _____

No of Adults in Room: _____ No of Children (Under 13yrs): _____

Address: _____

_____ P/code: _____

Phone: _____ Mobile: _____

Fax: _____ E-mail*: _____

**An email will be sent to confirm bookings, please ensure email address is legible.*

Room Requirements

Arrival Date: _____ Departure Date: _____

ROOM TYPE

☐ Hotel Deluxe Studio Room (1 x King Bed) No. of rooms required: _____

ROOM RATE

- ☐ \$110.00 per room per night – Accommodation Only
- ☐ \$130.00 per room per night – Inclusive of full breakfast for one person
- ☐ \$150.00 per room per night – Inclusive of full breakfast for two people
 (Accommodation based on single, double or twin share occupancy)

*Please add a 3rd adult in my room

*Please add breakfast for the 3rd adult in my room for an additional

*Please upgrade my room to an Ocean View for an additional

*Please upgrade my room to a Spa Suite for an additional

☐ \$30.00per night Rollaway bed required? YES/ NO

☐ \$20.00per night

☐ \$35.00per night

☐ \$80.00per night

Booking Confirmation – TO SECURE YOUR BOOKING, A NON-REFUNDABLE DEPOSIT OF \$200.00 (OR FULL PAYMENT IF THE TOTAL IS LESS THAN \$200.00) IS REQUIRED ON MAKING THE BOOKING, WITH FINAL PAYMENT DUE 14 DAYS PRIOR TO ARRIVAL.

☐ **Credit card** - Please provide details below. The \$200.00 deposit* (or full payment if the total is less than \$200.00) will be charged to your card on making the booking, and your card will again be charged automatically 14 days prior to arrival for the balance. **If you elect to pay your account by credit card a processing fee will be charged.**

☐ **Bank Deposit** - Payment is to be made into the Mantra Legends Hotel bank account within 48 hours of receiving your confirmation letter. Bank details will be supplied on request.

☐ **Cheque deposit** - Equal to your first night's accommodation and must be received 14 days prior to the stated arrival date. Cheques are to be made payable to Legends Hotel.

☐ **Third Party Credit Card** - If a third party is to pay for your accommodation the credit card holder is required to complete the section below, giving their authorization along with a legible photocopy of the front and back of the card to verify the card holder's signature.

Credit Card #: Expiry Date: /

I, (card holder's name): _____, authorise Mantra Legends Hotel to charge the booking cost as selected above to my credit card, details as above.

Card Holder's Signature: _____

Accommodation Cancellation:

* Cancellations made **up to 14 days prior to arrival** incur a loss of \$200.00 deposit paid per room, or the total booking value if less than \$200.00.

Cancellations made **within 14 days prior to arrival** are subject to a 100% cancellation fee.

No shows and cancellations after check in - will be subject to a 100% cancellation fee, however if after arrival clients are dissatisfied with any aspect of their accommodation & decide to terminate their stay, the amount to be refunded, if any is at the discretion of the property management.

OFFICE USE ONLY

Confirmation

Date:

Confirmed by:

Group:

Please forward this form to Mantra Legends Hotel Reservations Department on:

Fax: 07 5588 7885 or Email: mary.cullum@mantra.com.au

For any queries regarding booking form please call 07 5588 7888