

accommodation booking form

THE WESTIN
CAPE TOWN

ASLM - African Society for Lab Medicine (Ref: 616947)
03 – 08 December 2016

Once completed kindly fax this form to our secure PCI compliant fax line +27 21 412 8041.
For any additional queries relating to your booking please contact **Mandy Alexander (Henriques)** on **mandy.henriques@westin.com** or on **+27 21 412 9999**

Group Negotiated Rates:

Deluxe Single (R3,800) Deluxe Double (R4,100)

Room Preference*

King Twin

**Bed and room preferences are subject to availability and will be confirmed on making the reservation.*

Arrival and Departure:

Date of arrival (dd/mm/ccyy): Time:
Date of departure (dd/mm/ccyy): Time:

Contact Details:

Company name	
First Name	
Last Name	
Address	
Postal Code	

Telephone		Email	
Nationality		SPG Number	

Included:

The above rates are quoted per room, per night. The rates include 14 % vat. The rate includes the government levy @ 1% of total accommodation value. It also includes breakfast, complimentary access to the spa, WIFI and shuttle to and from the Waterfront. The rate is valid for seven days before and after the conference dates.

credit card details:

card number: _____ expiry date: _____ / _____

Please be advised that that one night's accommodation will be taken from the credit card provided at the time of making the reservation.

For EFT payments, the full accommodation is to be paid upfront to secure the booking. Should you wish to make use of the EFT payment, kindly contact me for the relevant invoice on mandy.henriques@westin.com

Cancellation Policy:

Cancellation or reduction in length of stay

- 15 days prior to arrival any cancellations or reduction in stay will be charged one night's accommodation.
- Less than 14 days prior to arrival any cancellations or reduction in stay will be charged in full for the accommodation booked.

No shows

No shows will be charge full cancellation for the total nights booked

By your signature hereto, you are accepting all terms and conditions specified on this form and confirm that all information given is current and accurate.

signature _____