



**Oaks Embassy – 96 North Terrace, Adelaide
Accommodation Booking Form**

EDOC2015

21st – 25th September 2015

Return Completed Form To Either:	Email	SAGroups@theoaksgroup.com.au
	Fax	07 3246 1799
	Phone	07 3246 1747

PERSONAL DETAILS

Guest First Name		Guest Surname	
No. Adults		No. Children	
Phone		Mobile	
Address			
Email			

BOOKING DETAILS

Arrival Date		Arrival Time	
Departure Date		Departure Time	

ROOM DETAILS (Please indicate the number of rooms & bedding configuration required)

Room Type	2 – 6 night	Bedding	No. Rooms	No. Guests
One Bedroom Apartment	\$145	1 x Queen		
Two Bedroom Apartment	\$239	1 x Queen & 2 x Singles		

OPTIONS (Please indicate if required)

Additional Bed Required <i>(If this option is chosen, it will be automatically added to the total room rate based on number of booking nights)</i>	\$44 per person, per night	Yes / No
Special Requests <i>(Please note that whilst we attempt to satisfy all requests, we are unable to guarantee prior to arrival)</i>		

TERMS & CONDITIONS

Rates & room types are subject to availability at the time of booking. Credit card details are required at the time of booking to secure a reservation and for full payment at 30 days prior. BOOKINGS ARE NOT CONFIRMED UNTIL A CONFIRMATION HAS BEEN RECEIVED FROM OAKS.

Cancellations within 30 Days prior to arrival will incur a cancellation fee equal to one night's accommodation.

Check-in is after 2pm on your day of arrival, however should you arrive earlier luggage storage is available and you are welcome to use the hotel facilities. Check-out time is prior to 10am on your day of departure. Should you require a later check-out, please contact Reception on the morning of your departure. A late check out fee may apply. Valid photo identification must be presented on arrival. Upon arrival, a credit card pre-authorisation of \$150 is required as a security bond to cover any incidental expenses incurred during the stay. We do not accept cash as a payment for the security bond. Please note: Payment by all credit card types will incur a 1.5% transaction fee in addition to the amount charged.

CREDIT CARD

Booking will NOT be made if this section is not completed

VISA MCARD AMEX DINERS

Card:

Expiry Date: MM .YY

Name on Card: _____ Signature _____