



**iStay Precinct – 185 Morphett Street, Adelaide  
Accommodation Booking Form**

**EDOC 2015**

**21<sup>st</sup> September – 25<sup>th</sup> September 2015**

<b>Return Completed Form To Either:</b>	<b>Email</b>	<a href="mailto:SAGroups@theoaksgroup.com.au">SAGroups@theoaksgroup.com.au</a>
	<b>Fax</b>	07 3246 1799
	<b>Phone</b>	07 3246 1747

**PERSONAL DETAILS**

<b>Guest First Name</b>		<b>Guest Surname</b>	
<b>No. Adults</b>		<b>No. Children</b>	
<b>Phone</b>		<b>Mobile</b>	
<b>Address</b>			
<b>Email</b>			

**BOOKING DETAILS**

<b>Arrival Date</b>		<b>Arrival Time</b>	
<b>Departure Date</b>		<b>Departure Time</b>	

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

Room Type	2 – 6 night	Bedding	No. Rooms	No. Guests
One Bedroom Apartment	\$134*	1 x Queen		
Two Bedroom Apartment	\$178*	1 x Queen & 2 x Singles		

\* These rooms and Un-serviced throughout the stay \*\*

**OPTIONS** (Please indicate if required)

<b>Additional Bed Required</b> <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
<b>Special Requests</b> <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:

Name on Card: \_\_\_\_\_ Signature \_\_\_\_\_