

IEEE Conference – BOOKING FORM

Departure:

Oaks on Market/Oaks on Collins Melbourne VIC 3000

Booking Name:	
Address:	
Phone:	Mobile:
Email:	
Arrival:	Departure:

Please indicate the number of rooms & bedding configuration required

Property	Room Type	Beddii	ng Options	Rate Per Room	No. of Rooms Required	No. Persons		
Oaks on Collins	Studio Exec		1 Queen	\$189 Per Night (Room Only)				
Oaks on Market	Studio	or	1 Queen	\$189 Per Night (Room Only)				
			2 Singles					
	One Bedroom	or	1 Queen	\$240 Per Night (Room Only)				
			2 Singles					
	Two Bedroom	or	2 Queen	\$345 Per Night (Room Only)				
			1 Queen 2 Singles					
Additional Bed Required (max 1 per room) at \$37 per night Yes (If this option is chosen, it will be automatically added to the total room rate based on number of booking nights)								
Breakfast Required at \$15.00 per person Yes								
(If this option is chosen, it will be automatically added to the total room rate based on number of booking nights and number of persons). This is special pre-booked rate which might be different from the restaurant's actual price.								
Special Requests: (Please note that whilst we attempt to satisfy all requests, we are unable to guarantee prior to arrival)								

TERMS & CONDITIONS

Rates are subject to availability, a minimum 2 night stay and valid 14th September - 22nd September 2013 inclusive ONLY - Subject to Availability. Credit Card Details are required at the time of booking to secure a reservation. BOOKINGS ARE NOT CONFIRMED UNTIL A CONFIRMATION HAS BEEN RECEIVED FROM OAKS ON MARKET/COLLINS. Cancellations within 48 hours prior to arrival will incur 100% of the total accommodation as cancellation fee. When cancelling 5 rooms or more a period of 7 days notice prior to arrival is required or 100% accommodation cancellation charge for all rooms applies. 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 ask Reception upon arrival. Please note late check-outs are subject to availability and additional fees may apply. Upon arrival the hotel will require a credit card imprint and will place a temporary hold on the credit card for the full amount of the accommodation charges plus \$150 per room to cover any additional charges i.e. telephone bills, movies etc upon check in.

CREDIT CARD **Booking will NOT be made if this section is not completed**					
Card:					
Name on Card:					
Signature					
Please attach a photocopy of the credit card front/back and cardholder drivers' license for security purposes. The charges will only be processed upon arrival.					