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37th Asia Pacific Conference for Corrections Administration 5-10 November 2017

Reservation Name:			
Share With: (if applicable)			
Company name:			
Address:			
Telephone:			
E-mail:			
Arrival Date:		Departure Date:	
Room Type:		No. of Guests:	
Special Requirements:	T shirt Size: Small, Medium, Large, X large, XX large, XXX large		

Special Room Rates:

Superior Oceanside Single (1 King Bed)	F\$330.00
Superior Oceanside – Double (1 King bed)	F\$360.00
Superior Oceanside- Twin (2 beds)	F\$390.00

Note: Above rates includes 25% taxes and **includes Buffet Breakfast in Lagoon restaurant.**

Above Rate is valid from (2 November 2017) till the (13 November 2017) Group code:37A051117

Accommodation rooms cater to a maximum of two adults and two children. Two children, 12 years or under, occupying the same room as their accompanying adult/s and using existing bedding are complimentary. A third person over 12 years occupying the room will be charged at \$110.00 per day, including breakfast and taxes.

Payment Options:

Delegates will be responsible for providing current credit card details to the resort for accommodation bookings and 100% pre-payment will be processed on the credit card 40 days prior to arrival or confirmation of method of payment that is approved by the resort.

All guests will be required to provide a current credit card at the time of check in. The hotel will take a pre-authorization of the credit card for FJD\$100 per day for the duration of the guests stay. The pre-authorization is to guarantee all incidental charges during the guests stay. If the guest does not have a current credit card they will be required to provide FJD\$100 cash per day for the duration of their stay. This is an international hotel policy and unless the credit card or cash is provided the guest will not be provided with the room key.

Credit Card Holder Name:	Credit Card Type:
Credit Card Number:	Expiry Date:
Signature:	

3% administration fees apply to all credit card payments.

Cancellation Charges:

If reservations are cancelled within 40 days prior to arrival, a cancellation fee of 100% of the room & breakfast value of the total room nights booked will apply. In the event of "no show" on the contracted date of arrival, 100% of the total accommodation fees will be charged for all rooms held for the duration of the event.

RESERVATION REQUESTS WILL ONLY BE ACCEPTED IN WRITING. Please note your booking will not be confirmed until payment has been received. The hotel will not hold any accommodation rooms without prior payment and the completion of this form. All rates are tax inclusive.