



the albany
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 abn 57092 803 720

Accommodation Request

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
Email Address: _____
Number of room/s: _____

<u>Guest Names</u>	<u>Date: Check-in</u>	<u>Check-out</u>
1. _____	_____	_____
2. _____	_____	_____

Please circle room type required: Group codes: SPE1 - Room only
 SPE2 - Bed & Breakfast (Continental)

<u>Room type</u>	<u>Special rates</u>
Standard	R/O \$ 99.00 B&B \$109.00
Superior (Newly refurbished)	R/O \$126.00 B&B \$136.00
Executive (Newly refurbished)	R/O \$153.00 B&B \$163.00

Rates are subject to availability and are based on per room per night (1-2 adults)

<u>Credit card details:</u>	<u>Confirmation given by hotel:</u>
<u>Name on card:</u>	<u>(office use only)</u>
<u>Type of card:</u>	<u>Room type:</u>
<u>Card Number:</u>	<u>Room rate:</u>
<u>Expiry date:</u>	<u>Confirmation number:</u>
<u>Signature:</u>	<u>Res Initials:</u>
<u>Date:</u>	_____

Please note: All requests remain tentative until confirmation from hotel is given.

Cancellation policy: If within 48 hours of arrival, one nights accommodation is required and will be deducted from the appropriate credit card given.