



**BOOKING FORM FOR  
ISANA CONFERENCE DECEMBER 2016**

<b>Name of guest/s</b>	
<b>Select room type (Per night rate inclusive of GST and Wi-Fi)</b>	
<b>Executive Studio</b> \$289.00	
<b>Executive Twin Studio</b> \$319.00	
<b>Executive Suite</b> \$329.00	
<b>Executive Two Bedroom</b> \$419.00	
<b>Arrival date</b>	
<b>Departure date</b>	
<b>Estimated time of arrival</b>	
<b>Company</b>	
<b>Contact address</b>	
<b>Contact phone number</b>	
<b>Email address</b>	
<b>Special Requests</b>	
<b>Credit card details (to guarantee the reservation)</b>	
<b>Card type</b>	
<b>Name on card</b>	
<b>Card number</b>	
<b>Expiry date</b>	

**Important booking information:**

- Please email all requests to [groups@museumhotel.co.nz](mailto:groups@museumhotel.co.nz)
- All rooms are subject to availability and should your requested room type not be available we will contact you directly
- Valid credit card details are required at the time of booking to secure all rooms.
- Once the booking is confirmed you will receive an email confirmation.
- Guests are to settle their accounts directly with the hotel on check-out. **Please NOTE a 2% credit card surcharge applies to all credit cards.**
- Guests must present a valid credit card to guarantee room incidentals upon check-in and a \$200 hold will be put on card to secure this.
- Check-in time is guaranteed from 3pm, however guests are more than welcome to arrive before 3pm and store luggage if the room is not ready.
- Check-out time is 11am. Late check-outs can be arranged subject to availability at a rate of \$30 until 1pm and \$75 until 3pm.
- Valet Car parking is available for guests at an additional charge of \$20 per day.