



Please complete and email to pip.falloon@otago.ac.nz or fax to +64 3 479 5581

University College Guest Accommodation Request Form

Mailing & Physical Address:
Telephone:
Fax:
Email:

315 Leith Street, Dunedin, NZ
+64 3 479 5580
+64 3 479 5581
pip.falloon@otago.ac.nz

Guest Details:

(Please PRINT clearly)

Conference/Group/Organisation Name _____

Title: Mr/Mrs/Miss/Ms/Dr/Assoc Prof/Prof/Other _____ Gender: MALE / FEMALE

Last Name: _____ First Name(s): _____

Postal Address: _____

Telephone: _____ Fax: _____ Cell: _____

Email: _____

Accommodation Preference:

PLEASE NOTE: In order to take advantage of the "Early Bird" rates, all accommodation bookings must be received no later than one week prior to arrival. All prices include GST.

"Early Bird" Rate:

Single NZ\$65.00 pp/night B&B **Double** NZ\$85.00 p/night B&B

Late Bookings: (if accommodation request received within 7 days of check in date):

Single NZ\$75.00 pp/night B&B **Double** NZ\$95.00 p/night B&B

Check In Date: _____ (DD/MM/YYYY) ETA: _____ (HH:MM)

Check Out Date: _____ (DD/MM/YYYY) 10.00am

Total Nights: _____ **Total Cost: (NZ\$)** _____

Credit Card Authorisation:

I hereby authorise University College to debit the credit card (below) for Accommodation as outlined above:

Visa **MasterCard** (Please note: We do not accept AMEX or DINERS)

Name on Credit Card: _____

Credit Card Number:

Expiry Date: /

Cardholder Signature: _____ Date: _____

Conditions of Reservation:

- o All details must be completed in full and must be legible.
- o All bookings and pricing are subject to availability and must be paid prior to arrival to confirm the reservation.
- o If you are not able to pay via credit card, then please forward a cheque made out to University College and post to 315 Leith Street, Dunedin, NZ along with the completed Accommodation Request Form. The reservation will not be confirmed until full payment has been received.
- o Should the reservation be cancelled within fourteen days of the check in date, 25% of the Total Cost will be charged and the balance refunded to the credit card.
- o Check in time is limited to between 1.00pm and 5.00pm unless by prior arrangement.
- o Check out time is strictly by no later than 10.00am on day of departure.
- o The tariffs quoted above are on a bed and breakfast basis and linen and towels are also provided along with tea/coffee making facilities, and free access to laundry facilities.
- o If you have a disability or infirmity which may affect your accommodation requirements, please tell us so we may assist you.
- o University College is SMOKE FREE. A smoker's area is provided adjacent to the administration block. Should you choose to ignore the College's smoke free policy, any costs associated with sanitising, dry cleaning (curtains) etc will be charged back to the guest.