



16th International Conference & Exhibition on Liquefied Natural Gas

GROUP ACCOMMODATION REQUEST FORM

1. PERSONAL DETAILS OF APPLICANT BOOKING THE GROUP

Please complete a separate form for each room required:

Name
Email
Telephone

2. HOTEL CONFIRMATION

On behalf of my company I wish to book accommodation at the following hotel

Room Type:

Single <input type="checkbox"/>	Number of rooms
Double <input type="checkbox"/>	Number of rooms
Twin <input type="checkbox"/>	Number of rooms
Suite <input type="checkbox"/>	Number of rooms

Please complete Page 2 with guest names and arrival/departure dates

Please note: International check in time is normally from 1500hrs onwards. Check in prior to this time is at the discretion of the hotel. To guarantee check in before 1500hrs accommodation must be booked for the previous night.

It is the responsibility of each individual traveller to inform the hotel directly of any medical or dietary requirements.

3. PAYMENT

Please provide your credit card details to confirm your reservation. Your booking cannot be made without these details. If you prefer to pay by bank transfer please see the note below this section.

Please debit my American Express / Visa / MasterCard
(please delete as appropriate)

Card Number	
Expiry date	Security code
Cardholder's name (as it appears on the card)	
Billing address of the card	Company name & address (if different)

4. BOOKING CONDITIONS

All requests are subject to availability. Cancellation - must be made in writing. Cancellations may incur the payment of the full cost of your stay. Non-arrivals/No-shows – if you do not arrive on the date previously advised your room will be subject to cancellation. If paying by credit card a charge of 3.25% will be added to the total. Invoices are raised in GBP Sterling.

By signing this form I accept the booking conditions as well as the cancellation policy. I understand that, in addition to the hotel rate, ctms Ltd charge a GBP30+VAT service fee per room booked. VAT applies to UK companies and EU Companies unable to provide a VAT number.

Full terms & conditions are available upon request.

Signature of cardholder	Date
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If you prefer to pay by bank transfer our bank details (GBP Sterling) are (please ensure all bank charges are paid for):

Account name: ctms Ltd
Sort code: 20-06-05
Account number: 60401382
IBAN: GB21BARCC20060560401382
SWIFT: BARCGB22

