



38-54 Lake Esplanade, P.O. Box 454
Queenstown, New Zealand
Telephone: (03) 442 7600
Facsimile: (03) 442 9653
E-Mail: reservations_queenstown@rydges.com

DIRECT BOOKING FORM FOR
ICARA CONFERENCE
Tuesday 17th – Thursday 19th February 2015

Please return completed form to our reservations team via fax or email.
Fax: +64 3 442 9653 or Email: reservations_queenstown@rydges.com

Name: (Title & Initials) _____

Address: _____

Phone: () _____ **Fax:** () _____

Email: _____

Arrival Date: _____ **Departure Date:** _____

Please note that standard check in time is 2.00 PM & standard check out time is 11.00 AM.

Number of Adults occupying the room: _____

ROOM REQUIREMENTS

DELUXE LAKE VIEW ROOM @ \$ 160.00 incl GST per room per night

- Single
- Double Name of sharer _____
- Twin Share Name of sharer _____
- Extra (third) person @ \$35 incl GST per night
- Special Requirements _____

Please guarantee my booking with the credit card number listed below. Note that payment will be taken only on departure.

Card Type and Number: _____ **Exp Date:** _____

Signature: _____ **Date:** _____

Conference accommodation information:

- Cancellation policy: cancellation fees may apply (please check with reservations)
- All requests are subject to availability
- **Room block will be released on December 17th December 2014 (60 days)**
- If a credit card is not available, please forward the total accommodation cost (including GST) to confirm this booking

**PLEASE NOTE THAT YOUR BOOKING IS NOT GUARANTEED UNTIL YOU HAVE RECEIVED AN EMAIL CONFIRMATION FROM OUR RESERVATIONS TEAM. THIS SHOULD BE RECEIVED WITHIN TWO WORKING DAYS OF SENDING THIS FORM. IF YOU HAVE NOT RECEIVED YOUR EMAIL CONFIRMATION, PLEASE CONTACT OUR RESERVATIONS TEAM DIRECTLY ON:
+64 3 442 7600 or reservations_queenstown@rydges.com**