



ACCOMMODATION BOOKING FORM

TO:	STELLA GROUPS DEPARTMENT		
CONTACT NAME:	Michelle Walton		
EMAIL:	<a href="mailto:michelle.walton@stellagroup.com.au">michelle.walton@stellagroup.com.au</a>	Fax: (07) 5665 4055	
REQUESTED PROPERTY:			
ALTERNATIVE PROPERTY:			
GUEST NAME/S:			
IN DATE:		OUT DATE:	TOTAL NIGHTS:
ESTIMATED TIME OF ARRIVAL:	PM		
NUMBER OF ROOMS / TYPES:	#	Type:	
		Configuration:	
NUMBER OF GUESTS:	ADULTS:	CHILDREN:	
CONTACT PHONE:			
ADDRESS:			
EMAIL:			
DEPOSIT REQUIRED (equal to one nights accommodation):			

**PAYMENT DETAILS:**

CREDIT CARD  VISA  MASTERCARD  AMEX  
 2% surcharge applies on all credit cards

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- CONDITIONS:**
1. Complete all details as requested above.
  2. Prices listed include GST. Rates quoted do not include daily room servicing/cleaning.
  3. An Itinerary/Tax Invoice will be forwarded as confirmation of the booking - allow 3 working days for processing.
  4. At time of booking a non-refundable deposit equal to one night accommodation will be charged against the credit card supplied above. Payment of this deposit will indicate acceptance of these booking conditions.
  5. Final payment is due 21 days prior to check-in and will be charged automatically against the credit card supplied above.
  6. Full payment is required at time of booking for bookings made within 21 days of check-in.
  7. Cancellation made more than 21 days prior to check-in will result in loss of deposit.
  8. Cancellation made within 21 days of check-in will result in loss of full accommodation cost.
  9. No shows and cancellations after check-in will result in loss of full accommodation cost.
  10. All clients under the age of 18 must be accompanied by a parent/guardian or an individual over the age of 18, the property has the right to refuse any booking, when the legal guardian over 18 cannot provide current photo ID if requested.

