

HOTEL RESERVATION FORM

Educational Centres Association 2004

Marketing Manchester is the official hotel booking service for:

Educational Centres Association 2004

19th & 20th October 2004, The Manchester Museum

Please return to: Marketing Manchester, Churchgate House, 56 Oxford Street, Manchester, M1 6EU

Telephone: **0161 238 4514/4563** Fax: **0161 907 3723**

BLOCK CAPITALS PLEASE

TITLESURNAMEFORENAME

ORGANISATION

ADDRESS

.....

POSTCODE E-MAIL ADDRESS

TELEPHONE FAX

ARRIVAL DATE..... DEPARTURE DATE

NO. OF EVENINGS NO. OF PERSONS

Room type required

e.g. single, double, twin

PLEASE INDICATE ANY SPECIAL REQUIREMENTS

.....

FURTHER INFORMATION (Please indicate your preferred hotels from the selection attached)

1st choice

2nd choice.....

3rd choice

Important: Your credit card number is required purely to guarantee your reservation. No charges will be made to this card. However, in the case of non-arrival without pre-notification or late cancellation outside the hotel's cancellation policy, which will be clarified on your confirmation of booking, the hotel reserves the right to levy a relevant charge. This charge will be made directly from the hotel to the client and Marketing Manchester accepts no liability in connection with such charges. Payment will be made directly with the hotel at the time of your stay. Credit Application / Pre-Payment needs to be made direct from the client to the hotel, at least 28 days prior to your arrival.

Credit card type..... Expiry date

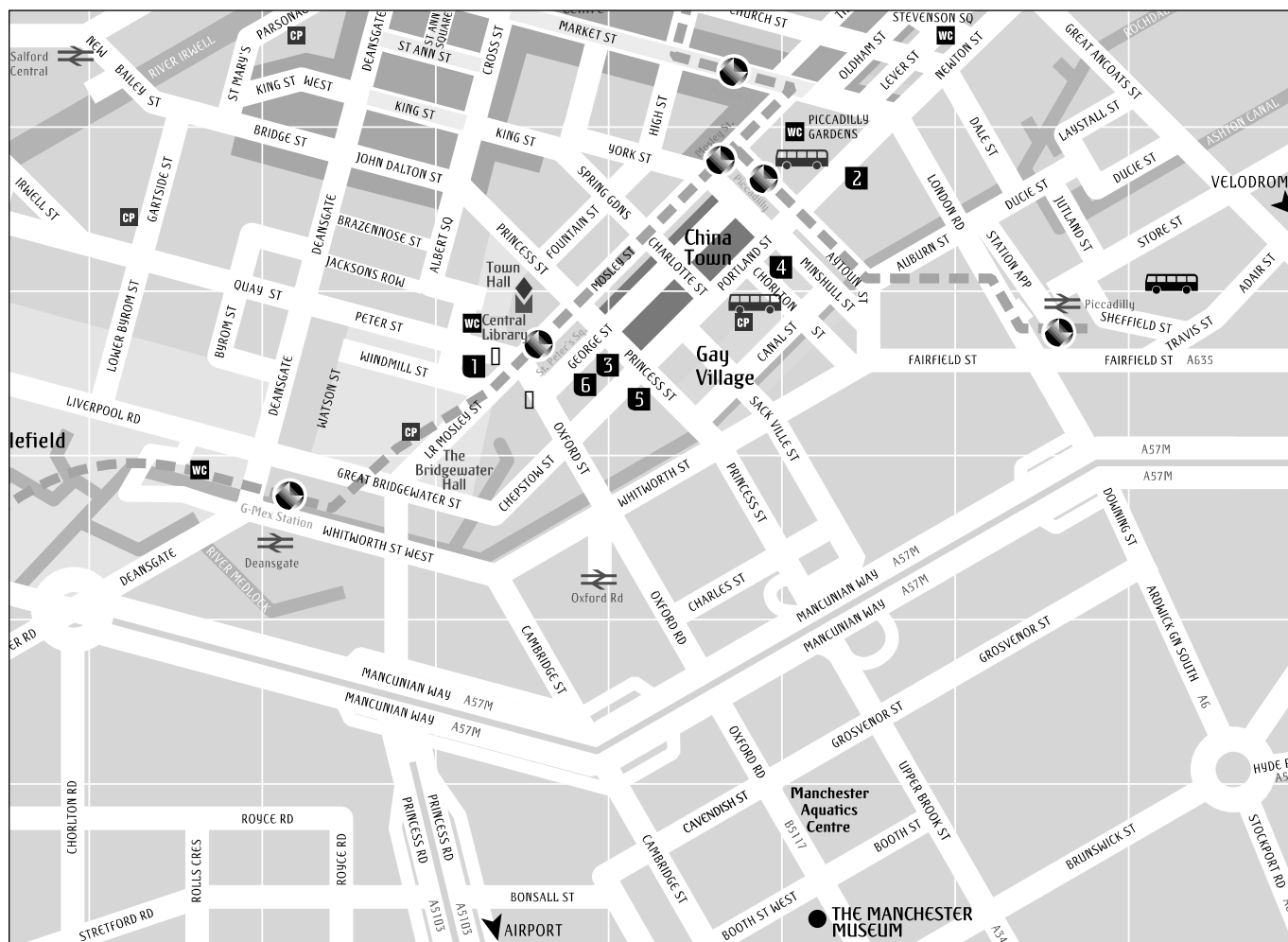
Card no..... Name on card

Please tick if you would like to remain on our database and receive information on special breaks or promotions in Manchester.

HOTEL RESERVATION FORM

Educational Centres Association 2004

19th & 20th October 2004, The Manchester Museum



HOTEL	STAR RATING	On Site Parking	PER ROOM	RATE INCLUDES
1 The Midland, Manchester	4*	NCP	£135.00	BB/VAT
2 Portland Thistle	4*	NCP	£109.00	BB/VAT
3 Arora International	4*	NCP	£99.00	BB/VAT
4 Britannia Hotel	4*	NCP	£80.00	BB/VAT
5 Princess Hotel	3*	NCP	£75.00	BB/VAT
6 Ibis Portland Street	2*	NCP	£48.95 (subject to increase)	RO/VAT

All room rates are based on single occupancy.

Please check individually with the hotel of your choice regarding car parking arrangements. All bedrooms are ensuite with bath or shower.

EB = English Breakfast. CB = Continental Breakfast. RO = Room Only. **Rates are based on single occupancy.**

VAT = Value Added Tax @ 17.5%.

In the event that you should require accommodation at an alternative hotel, either of your choice or our suggestion, please call us with your specific requirements, so that we may offer you further options. This accommodation may then be booked on your behalf by Marketing Manchester in the same way as delegates taking up allocated bedrooms in the recommended hotels. Upon receipt of your booking form, Marketing Manchester will contact you with a written confirmation of your reservation, giving full contact details of your allocated hotel, along with their cancellation policy. Any amendments or cancellation in advance of the event should be channelled through Marketing Manchester.

If you wish to apply for accommodation through Marketing Manchester, we will endeavour to meet your requirements, but requests will be purely on an ad hoc basis and preferred accommodation rates cannot be guaranteed.

Please note that the special rates detailed on this form are only available by booking via Marketing Manchester.