



ACCOMMODATION BOOKING FORM & INFORMATION SHEET

Accommodation booking requests should be made by completing this form and sending it to the event organizer by email to: admin@fhta.com.fj.

After reading the following details on the accommodation available, complete the booking form and we will book this for you and send you an invoice.

All reservations will be based on availability at the time of receiving this form.

ROOM SPECIFICATIONS:

Bookings will be reserved on a first-come-first-serve basis.

Single:	\$230.00 per night - room with breakfast for 1 adult (<i>rooms with a king bed</i>)
Shared/Twin:	\$260.00 per night - room with breakfast x 2 adults (<i>rooms with King or twin singles</i>)

EVENT RATE:

The rates provided are based on a **minimum booking of one (1) night** during the event period from 23rd to 25th October 2024 and include breakfast. Bookings made for dates outside this period are subject to availability and may not qualify for the event discount rate.

All rates are quoted in **Fijian currency** and are **inclusive of 15% Value Added Tax (VAT)**. Please note that the specified tax rate is subject to change as per government regulations, and any adjustments may be payable by the Customer on the margin applied to guest rooms, in addition to the base room rate.

An additional fee of FJ\$100 per person, per night will be charged for any adult occupying the room beyond the registered occupants. Any incidental charges incurred during the guest's stay must be settled upon check-out. FHTA holds no responsibility for any outstanding balances or unpaid charges.

ROOMING LIST:

Guest room reservations will be made via the Fiji Hotel and Tourism Association (FHTA) by rooming list. An attached booking confirmation form is attached for required booking details and must be submitted back to FHTA **no later than Friday, 4th October 2024**, or earlier.

FHTA reserves the right to reject additional reservations for other guests should the attached form be received after the due date which could affect the availability of rooms, categories and configuration in the group block.

Check In & Check Out:

The Resort will make every effort to ensure your rooms are available at your time of check-in; however, the Resort standard times & rates are as follows:

Check-in time: 2.00pm
Check-out time: 11.00am

A fee per hour may apply for late check-out requests after 12pm, or a full room night charge applies (subject to room availability) after 6pm.

All delegates and officials must ensure to vacate their rooms by the stated times above on the day of departure.

An earlier check in prior to, or check out after, stated times would be subject to availability and additional fees.

DIRECTLY TO THE HOTEL:

1. Incidental Charges:

All check-in guests are required to provide a method payment for all their incidentals which may be incurred by the guest during the course of their stay.

Credit card is preferred but if the guest does not have a credit card, they will be required to pay a cash deposit.

2. Credit Card Fee Charges:

A 3% credit card fee will apply to all transactions settled by Credit Card at Front Desk. This fee will be added to the total of the transaction and settled at check-out. This fee does not apply to group deposits.

TRANSFER SERVICE

Due to the limited parking spaces at the event venue, a scheduled shuttle transfer service will be provided over the 2-days (24 October & 25 October) between the hotel and the event venue for registered event exhibitors and attendees, and may be at an additional charge per person, per day. This and schedules will be confirmed at a later date.

Airport pickups and drop-offs may be requested directly through the hotel at an additional cost.

CANCELLATION

In the event of a booking cancellation, the Association will follow the same Cancellation policy as that of the resort and have this charged back to the guest which is as follows;

- In the event of a cancellation occurring 30 days prior to arrival, liquidated damages in the amount of twenty percent (20%) of the Room Night Commitment will be due.
- In the event of a cancellation occurring 14 days prior to arrival, liquidated damages in the amount of fifty percent (50%) of the Room Night Commitment will be due.
- In the event of a booking cancellation occurring 2 days (48 hours) or less prior to arrival, or "No Shows", liquidated damages in the amount of one hundred percent (100%) of the Room Night Commitment will be due.

BOOKING CONFIRMATION:

GUEST DETAILS:			
Surname:		First Name:	
Phone no.:		Email:	
Arrival Date:		Departure Date:	
Arrival Time:		Departure Time:	
Number of occupants:		Transfers Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name(s) of any other Guest(s): <i>(All persons sharing the room. Place a tick beside their name if transfers will also be required)</i>			
Guest Name:			Transfers
1.			<input type="checkbox"/>
2.			<input type="checkbox"/>

Name of Company:

Signature:

Full Name:

Designation:

Date: