



Accommodation Booking Form

Accommodation Suites

All accommodation suites feature their own private balcony displaying spectacular views of West Lakes. Additional features include coffee and tea making facilities, hair dryers, irons and ironing boards, 24-hour room service, mini bar, complimentary in-house Foxtel channels, a working desk and broadband email access points within the room. Furthermore, all guests are invited to make use of our indoor fitness area complete with the latest gym equipment, heated swimming pool, spa and steam room all with lake views.

Deluxe Suite

All our beautifully designed Deluxe Suites boast a spacious ensuite consisting of a shower over bath configuration (excluding the handicapped Deluxe Suites which are suitable for wheelchair access throughout the room). Ideal for all your accommodation needs, our Deluxe Suites can cater for single, twin or even triple share bedding requirements.

Executive Spa Suite

Featuring a stunning marble bathroom not to mention a large corner spa, the savvy, chic presentation of the Executive Spa Suite will leave a lasting impression. This room is ideal for a long staying guest, corporate guest or for a romantic memorable night out.

Studio Spa Suite

The spacious open plan of our Studio Spa Suite boasts a comfortable king size bed, a separate lounge area, wireless internet access and two plasma TV's both connected to a DVD player. This stunning suite also features a luxurious spa room which is complimented by a large glass window to not only separate this area from the rest of the suite, but to offer spectacular lake views. The Studio Spa Suite is perfect for wedding day preparations, a family travelling together, the guest who likes to entertain or those who simply wish to indulge and be spoiled.

Accommodation Rates

Wedding Reception Group Rate

The rates below will be offered to all guests attending the wedding reception, and apply for the duration of their stay. These rates are based on single or twin share occupancy and include complimentary buffet breakfast in our Lakefront Bistro. Any additional guests are priced at \$30.00 per person, per night, with a maximum of four guests in a suite at any one time.

Deluxe Suite \$160.00 twin share
(normally \$170.00 twin share)

Executive Spa Suite \$215.00 twin share
(normally \$230.00 twin share)

Studio Spa Suite \$360.00 twin share
(normally \$380.00 twin share)

Bridal Suite Rates

These rates will be offered to the Bride & Groom only, and include room service breakfast, a bottle of champagne and box of chocolates on arrival, and a late checkout of 12pm. Any additional guests are priced at \$30.00 per person, per night, with a maximum of four guests in a suite at any one time.

Deluxe Suite \$130.00 twin share
(normally \$200.00 twin share)

Executive Spa Suite \$160.00 twin share
(normally \$260.00 twin share)

Studio Spa Suite \$310.00 twin share
(normally \$410.00 twin share)

Accommodation Booking Form

A group booking is not created until the Accommodation Booking Form is complete and signed by the client and a hotel employee.

Client Details

Name of Bride & Groom _____

Bride Telephone _____ Bride Mobile _____

Groom Telephone _____ Groom Mobile _____

Please tick this box if you would like to receive special offers from Lakes Resort Hotel.

Bridal Suite

The chart below shows the accommodation suites booked for the Bride & Groom.

Day 1 _____ : ____ / ____ / ____ Deluxe Suite _____ Executive Spa Suite _____ Studio Spa Suite _____

Day 2 _____ : ____ / ____ / ____ Deluxe Suite _____ Executive Spa Suite _____ Studio Spa Suite _____

Day 2 _____ : ____ / ____ / ____ Deluxe Suite _____ Executive Spa Suite _____ Studio Spa Suite _____

Any other requirements (such as interconnecting rooms, disabled suites):

Group Booking

The chart below shows the accommodation suites held within your group booking, with all rooms available immediately.

Day 1 _____ : ____ / ____ / ____ Deluxe Suite _____ Executive Spa Suite _____ Studio Spa Suite _____

Day 2 _____ : ____ / ____ / ____ Deluxe Suite _____ Executive Spa Suite _____ Studio Spa Suite _____

Day 3 _____ : ____ / ____ / ____ Deluxe Suite _____ Executive Spa Suite _____ Studio Spa Suite _____

Day 4 _____ : ____ / ____ / ____ Deluxe Suite _____ Executive Spa Suite _____ Studio Spa Suite _____

Day 5 _____ : ____ / ____ / ____ Deluxe Suite _____ Executive Spa Suite _____ Studio Spa Suite _____

Day 6 _____ : ____ / ____ / ____ Deluxe Suite _____ Executive Spa Suite _____ Studio Spa Suite _____

Day 7 _____ : ____ / ____ / ____ Deluxe Suite _____ Executive Spa Suite _____ Studio Spa Suite _____

Any other requirements (such as interconnecting rooms, disabled suites):

Unless stated otherwise our standard check-in time is anytime after 2pm, with checkout at 10am on the day of departure. Any late checkout requests must be prearranged with our Front Office Manager and incur additional fees.

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Group Booking Confirmation

The Accommodation Booking Form must be complete and signed within fourteen days of a group booking being created. If your Accommodation Booking Form is not complete and signed within this time the group reservation will automatically be cancelled from our reservation system. It should also be noted that a 50% deposit or credit card guarantee is required upon confirmation to secure the group booking (group payment instructions must also be indicated upon confirmation).

An initial review of your group booking will be made 60 days prior to arrival. At the discretion of the Front Office Manager 25% of any unallocated rooms (ie. rooms without a valid guest name) may be released from your group and made available for resale.

If applicable a group rooming list detailing all guest names and requests will be required 30 days prior to arrival. At the discretion of the Front Office Manager any unallocated rooms (ie. rooms without a valid guest name) will be released.

A final rooming list will be required 14 days prior to arrival. Any changes to room requirements/requests after this time are not guaranteed, with any cancellations incurring a cancellation fee if the rooms cannot be resold.

An entire group booking may be cancelled 60 days prior to arrival without penalties, after this time cancellation penalties will apply.

Accommodation Booking Conditions

All accommodation bookings must be confirmed upon making the reservation. To confirm a reservation either a \$100 cash deposit or credit card number (including expiry date) is required. Without necessary confirmation a reservation will not be guaranteed after 5pm on the day of arrival. In the event of a cancellation less than 24-hours prior to arrival a fee of \$100 will be incurred and in the event of a 'no show' the full room rate will be charged.

Upon arrival a preauthorisation holding the room rate for the duration of the stay, plus a \$100 deposit will be taken for all houseguests settling their account using credit facilities. Customers settling their account by cash, cheque or EFTPOS facilities, will have their initial \$100 deposit held and will also be required to pay the room rate for the duration of their stay.

Upon departure the \$100 deposit will be reimbursed unless further charges have been incurred (this includes telephone calls, mini-bar, etc).

It should also be noted that guests settling their account with cash, cheque or EFTPOS facilities, must also produce a current form of photo identification upon arrival.

Group Payment Instructions

- Guests paying their own room rate and incidentals (such as room service, mini bar, etc).
- Bride & Groom paying room rates and incidentals (such as room service, mini bar, etc).
- Bride & Groom paying room rate only (guests paying for their own incidentals such as room service, mini bar, etc).

Acceptance

I agree with the terms and conditions outlined on both pages of the Accommodation Booking Form within the Lakes Resort Hotel's Price Schedule & Booking Contract.

Client Name _____

Group Name _____

Client Signature _____ Date Signed ____ / ____ / ____

Received By _____ Bridal Suite Folio _____ Group Folio _____

Receptionist Signature _____ Date Signed ____ / ____ / ____