# University Hall, Auckland

Please complete and return this form to: louise.newbury@clv.co.nz

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| **Group details:** | **Reservation No:** |
| Group/Company/Club/School Name:  |
| Group Organiser:  |  Position:  |
| Mobile:   | Phone: |
| Email:  |
| Current Mailing Address:  |
| **Reservation Details: SEE ATTACHED SHEET (Room List to be provided 10 working days prior to arrival).**  |
| Arrival date:  |  Departure date:  |  No of Nights:  |
| Number of Guests:  | Male:  | Female:  |
|  Check in time:  |  Check out time:  |
| **Room Type** | **Reserved** | **Rate** | **Total Nights** | **Total Amount** |
| Single Room |  |
| **Catering:**  |
| Breakfast:  |   |  Dinner: |
| **Special Requirements:**  Please email any special requirements that you believe may be important for us to know, that would assist us to make your stay with us more comfortable. We will treat this information as confidential. |
| **Payment details:**  Full payment is due upon receipt of invoice.  |

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| What payment method do you expect to use for final payment? (please select one)□ Credit Card □ Direct Credit □ Invoice □ Other (Please specify) |

**Terms & Conditions**

**Currency & Taxes**

The charges for all accommodation are payable in New Zealand dollars (NZD). All charges are inclusive of New Zealand Goods and Services Tax (‘GST’) at the rate applicable at the time of supply.

**I/we confirm that the above terms and conditions have been read and are understood. I/we also confirm that the information in this booking form is correct.**

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Signature Date

**Privacy**

We respect your privacy. We will use the personal information you have provided in this form for the purposes of providing accommodation for you and in accordance with our privacy policy on http://www.campuslivingvillages.com/New-Zealand/About-us/Privacy-Policy.html