**The Women’s College Accommodation Form**

**Women in Astronomy Conference**

**21st - 23rd July 2015**

**Please complete and return this form with payment to the address indicated below.**

# PERSONAL DETAILS

Surname First Name Title

Please circle: Male / Female

Postal Address

Telephone Fax

Email

**SINGLE ROOM (own ensuite Facilities)**

**Please contact The Women’s College to confirm room availability prior to booking because numbers are limited**

Arrival Date Departure Date

Arrival Time Departure Time 10 am

10 AM

10AM

Total Number of Nights a @ AUD$99per day,including breakfast = TOTAL

**SINGLE ROOM ( shared ensuite Facilities)** (shared with room next door):

**Please contact The Women’s College to confirm room availability prior to booking because numbers are limited**

Arrival Date Departure Date

Arrival Time Departure Time 10 am

10 AM

10AM

Total Number of nights @ AUD $90 per day, including breakfast = TOTAL

 **SINGLE ROOM (shared Facilities)**

Arrival Date Departure Date

Arrival Time Departure Time 10 am

10 AM

10AM

Total Number of Nights a @ $80 per day, including Breakfast = TOTAL

\* All quoted rates include GST

\* Please note that if your arrival is after 11.00 pm, you must contact the College office so

 arrangements can be made. An additional charge will apply.

\* Guests will be able to check in after 10am

**Please note a booking fee of $20.00 per booking applies**

**Cancellation Details**:

1. A cancellation fee of $25 will be charged for any booking cancellation once full payment has been received.

2. A cancellation fee of first night’s accommodation will be charged should the booking be cancelled within seven days of the guest’s arrival date.

3. All cancellations must be received in writing.

**Payment Details**

Payment can be made by bank cheque (drawn on an Australian Bank in Australian dollars only) payable to “The Women’s College”, or by MasterCard or Visa **(American Express and Diners and Bankcard NOT accepted).**

**Total Enclosed Accommodation Payment Including**

**Booking Fee of $20.00 (Enter Amount)**

Cheque Visa Card MasterCard

Name of Credit Card Holder

Credit Card Number Expiry Date

Signature Date

Please post, fax or email the Accommodation Booking Form with full payment before arrival date to:

 Conference & Event Co-ordinator

 The Women’s College

 College Road

 St Lucia Qld 4067

 Australia

 Telephone 61 7 3377 4500

 Fax 61 7 3870 9511

 Email conferences@womens.uq.edu.au