

Accommodation Booking Form



Rooms in several hotels in Liverpool have been reserved for delegates attending the joint meeting. An indication of the hotels and rates are listed below. Prices quoted are per room per night and include breakfast and VAT @ 17.5%.

To make a reservation

To book your accommodation fill in the enclosed accommodation booking form and return to the following address:-

Accommodation Booking Office
The Mersey Partnership
Cunard Building
Pier Head
Liverpool L3 1ET
Tel: +44 (0)151 237 3938
Fax: +44 (0)151 237 3925
Email: conferences@merseyside.org.uk

Please indicate your first 2 choices of accommodation on the booking form. Wherever possible we will attempt to provide you with the accommodation of your choice, although room numbers are restricted, so substitution may be necessary. In this event we will book accommodation of a similar standard and price range.

Your credit card number is required to guarantee the room. Full payment should be made directly with the hotel at the time of your stay. Please refer to the Terms and Conditions of Booking. If you do not have a credit card, please contact the Mersey Partnership Conference Bureau for further information.

You are advised to return the accommodation form as soon as possible and no later than Sunday 16 November. Bookings cannot be guaranteed after this date but assistance will be provided wherever possible.

Hotel Accommodation and Rates

All rates are per room per night inclusive of breakfast & VAT @ 17.5% unless otherwise stated.

HOTEL	Star Rating	Distance (Km)	Location	Single Occupancy Rate	Double Occupancy Rate
Crowne Plaza Hotel*	4	0	Conference facility	£105.00	£115.00
Thistle Hotel	4	0	Opposite conference facility	£70.00	£85.00
Express By Holiday Inn	3	1.0	Walking distance 10 minutes from HQ hotel	£67.00	£67.00
Campanile Hotel	3	0.5	Walking distance 15 minutes from HQ hotel	£50.00	£50.00

*Conference HQ

Delegate details

Title: MR/MRS/MISS/DR/OTHER(please specify) Name:

Company:

Address:

Postcode:

Country:

Daytime phone no.: Fax:

Email:

Arrival Date: Departure Date:

Time of Arrival: Total No. of Nights: No. of Adults:

Accommodation

If you have a preference from the allocations, please indicate below:

1st choice:

2nd choice:

Type and number of rooms required

Single Double Twin Non Smoking Room: YES / NO

Credit card payment

IMPORTANT: Your credit card number is required to secure the rooms. Payment should be made directly with the hotel at the time of stay. If you do not have a credit card, please contact the Conference Bureau for further information.

Credit Card: Visa / Mastercard / American Express / Switch / Other (PLEASE SPECIFY)

Card number:

Expiry date: Issue number*: **Switch cards only*

Name on card:

Home/Postal Address:

By completing this form I accept the terms and conditions of booking. If posting or faxing please sign and date below:

Signature:

Date:

To book your accommodation please complete the booking form and return it to:

The Mersey Partnership

Tel: +44 (0)151 237 3938 Fax: +44 (0)151 227 2325

Email: conferences@merseyside.org.uk

CONFERENCE ACCOMMODATION BOOKING SERVICE TERMS AND CONDITIONS OF BOOKING

- The Mersey Partnership makes this reservation as an Agent for the accommodation provider, and does not accept any liability in connection with the reservation.
- Once a reservation has been made on your behalf, a written confirmation will be issued to you. This reservation constitutes a legally binding contract between you and the accommodation provider. The nearest available alternative will be booked if the preferred allocation is unavailable. You will be responsible to the provider for payment of the accommodation cost. You will be responsible for payment of charges for any additional services subsequently contracted with the provider.
- Your booking details as confirmed on the Conference Accommodation Booking Form, including your name, address, contact details and credit card number will be forwarded to the accommodation provider. If requested, your accommodation details may be passed to the Conference Organiser.
- Any amendments or cancellations up to 42 days before arrival should be addressed in writing to the Mersey Partnership. Any amendments or cancellations within 42 days of arrival must be negotiated directly with the accommodation provider.
- In the event of non-arrival or cancellation within 24 hours of arrival, the accommodation provider is entitled to charge your credit card with the total for the first night's agreed price. We strongly advise you to consider cancellation insurance.
- The Mersey Partnership does not accept liability for the actions of those involved in accommodation arrangements, over whom we have no direct control, eg hotels etc. Nor will the CABS be under any obligation or liability for cancellations caused by industrial disputes, riots, bad weather, epidemics, fire, governmental action or any other events beyond our control.
- It is a condition of acceptance of any booking made by the Mersey Partnership that we shall not be held accountable in any way for any loss, injury or damage occasioned as a direct result of any act, error or omission on the part of the Mersey Partnership, its agents or employees in or related to the implementation of the booking.
- Neither the Mersey Partnership nor the accommodation provider will be responsible for the provision or non-provision of facilities or services which have not been specifically requested at the time of booking.
- Every effort is made to ensure that the accommodation booked is of a satisfactory standard. All accommodation providers are in membership of the Mersey Partnership. In the case of complaint, this must in the first instance be brought to the attention of the management of the establishment. If satisfaction is not obtained, please contact the CABS in writing.
- From time to time the Mersey Partnership or other tourism related organisations, which must be registered under the Data Protection Act, may write to you about their products or services. If you prefer not to receive this information please write to The Mersey Partnership Conference Bureau, 5th Floor, Cunard Building, Pier Head, Liverpool, L3 1ET.